

Bedford Park Police Department

Bedford Park PD Policy Manual

CHIEF'S PREFACE

The Bedford Park Police Department Policy Manual provides the framework to perform our law enforcement mission. These policies have been established as a result of an ever-changing assimilation of legal principles and best-practice principles in the law enforcement profession. These policies, coupled with professional training, provide you with the tools to carry out your law enforcement responsibilities and mission. We are tasked with providing effective services to our community in a professional and ethical manner. All members of the Bedford Park Police Department are held to the highest standard by the citizens we serve and adherence to these policies is one of the requirements of these standards. We are honored to serve with outstanding officers to improve the public safety of our communities.

Chief of Police of Bedford Park

Bedford Park Police Department

Bedford Park PD Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

Bedford Park Police Department

Bedford Park PD Policy Manual

RESOLUTION

See attachment: [2017 LEXIPOL POLICY RESOLUTION.pdf](#)

Bedford Park Police Department

Bedford Park PD Policy Manual

MISSION STATEMENT

MISSION STATEMENT BEDFORD PARK POLICE DEPARTMENT

IN ORDER TO PROMOTE AND PROVIDE FOR THE SAFETY, HEALTH, AND WELFARE OF OUR RESIDENTS AND CORPORATE CITIZENS, IT IS THE MISSION OF THE BEDFORD PARK POLICE DEPARTMENT, BEDFORD PARK, ILLINOIS:

- To deliver police services in a professional manner through friendly, courteous and equitable service,
- To be responsive to individual concerns while keeping in mind the good of the entire community,
- To foster citizen involvement in the Department's decision making process through active participation at village meetings, forums and hearings,
- To provide a continual evaluation of Department programs and services based on citizen input and to provide appropriate management of these programs and services.

Bedford Park Police Department

Bedford Park PD Policy Manual

Table of Contents

Chief's Preface	1
Law Enforcement Code of Ethics	2
Resolution	3
Mission Statement	4
Chapter 1 - Law Enforcement Role and Authority	11
100 - Law Enforcement Authority	12
101 - Chief Executive Officer	14
102 - Oath of Office	15
103 - Policy Manual	16
104 - Police Lieutenant	20
105 - Police Sergeant	23
106 - Patrol Officer	30
Chapter 2 - Organization and Administration	34
200 - Organizational Structure and Responsibility	35
201 - Departmental Directives	37
202 - Emergency Management Plan	38
203 - Training	39
204 - Electronic Mail	43
205 - Administrative Communications	45
206 - Supervisory Staffing Levels	46
207 - Retiree Concealed Firearms	47
Chapter 3 - General Operations	50
300 - Use of Force	51
301 - Use of Force Review Boards	59
302 - Handcuffing and Restraints	62
303 - Control Devices and Techniques	66
304 - Conducted Energy Device	71
305 - Officer-Involved Shootings and Deaths	78
306 - Firearms	88
307 - Vehicle Pursuits	98
308 - Officer Response to Calls	113
309 - Canines	116
310 - Domestic Violence	127
311 - Workplace Violence	133
312 - Search and Seizure	136
313 - Temporary Custody of Juveniles	138
314 - Adult Abuse	146
315 - Discriminatory Harassment	151

Bedford Park Police Department

Bedford Park PD Policy Manual

316 - Child Abuse	156
317 - Missing Persons	162
318 - Public Alerts	170
319 - Victim and Witness Assistance	174
320 - Hate Crimes	178
321 - Standards of Conduct	180
322 - Information Technology Use	187
323 - Report Preparation	191
324 - Media Relations	195
325 - Subpoenas and Court Appearances	198
326 - Outside Agency Assistance	200
327 - Registered Offender Information	202
328 - Major Incident Notification	205
329 - Death Investigation	207
330 - Identity Theft	210
331 - Communications with Persons with Disabilities	211
332 - Public Safety Video Surveillance System	219
333 - Child and Dependent Adult Safety	223
334 - Service Animals	227
335 - Abandoned Newborn Infant Protection	230
336 - Off-Duty Law Enforcement Actions	232
337 - Department Use of Social Media	234
338 - Private Person's Arrest	237
339 - Community Relations	238
340 - Firearms Restraining Orders	239
 Chapter 4 - Patrol Operations	 243
400 - Patrol Function	244
401 - Bias-Based Policing	247
402 - Roll Call Training	250
403 - Crime and Disaster Scene Integrity	251
404 - Ride-Alongs	253
405 - Hazardous Material Response	256
406 - Hostage and Barricade Incidents	258
407 - Response to Bomb Calls	263
408 - Crisis Intervention Incidents	268
409 - Notice to Appear or Summons Releases	273
410 - Foreign Diplomatic and Consular Representatives	275
411 - Rapid Response and Deployment	279
412 - Immigration Violations	282
413 - Emergency Utility Service	286
414 - Field Training	288
415 - Aircraft Accidents	291
416 - Obtaining Air Support Assistance	295
417 - Contacts and Temporary Detentions	296
418 - Criminal Organizations	300
419 - Shift Commanders	304

Bedford Park Police Department

Bedford Park PD Policy Manual

420 - Mobile Audio/Video	305
421 - Mobile Digital Terminal Use	312
422 - Portable Audio/Video Recorders	315
423 - Public Recording of Law Enforcement Activity	322
424 - Medical Marijuana	325
425 - Citation Dismissal, Correction, and Voiding	330
426 - Foot Pursuits	332
427 - Homeless Persons	337
428 - Firearm Concealed Carry	340
429 - Suspicious Activity Reporting	343
430 - Medical Aid and Response	345
431 - Civil Disputes	350
432 - First Amendment Assemblies	353
 Chapter 5 - Traffic Operations	 359
500 - Traffic Function and Responsibility	360
501 - Traffic Crash Reporting	363
502 - Vehicle Towing	369
503 - Vehicle Tow, Storage and Impound Hearings	376
504 - Impaired Driving	378
505 - Notice of Parking Violation Appeal Procedure	384
506 - Disabled Vehicles	385
507 - Abandoned or Derelict Vehicle Violations	386
508 - Vehicle Lockouts	388
 Chapter 6 - Investigation Operations	 389
600 - Investigation and Prosecution	390
601 - Asset Forfeiture	396
602 - Informants	403
603 - Felony Investigation Discovery	408
604 - Eyewitness Identification	409
605 - Brady Material Disclosure	414
606 - Unmanned Aerial System (UAS) Operations	416
607 - Sexual Assault Investigations	420
608 - Warrant Service	427
609 - Operations Planning and Deconfliction	431
 Chapter 7 - Equipment	 437
700 - Department Owned and Personal Property	438
701 - Personal Communication Devices	440
702 - Vehicle Maintenance	444
703 - Vehicle Use	447
704 - Cash Handling, Security and Management	454
705 - Personal Protective Equipment	456
706 - Personal Radiological Detectors	461
 Chapter 8 - Support Services	 465

Bedford Park Police Department

Bedford Park PD Policy Manual

800 - Crime Analysis	466
801 - Dispatch	468
802 - Property and Evidence Section	474
803 - Records Division	484
804 - Records Maintenance and Release	485
805 - Protected Information	492
806 - Animal Control	496
807 - Jeanne Clery Campus Security Act	499
 Chapter 9 - Custody	 502
900 - Temporary Custody of Adults	503
901 - Custodial Searches	519
902 - Prison Rape Elimination	525
 Chapter 10 - Personnel	 535
1000 - Recruitment and Selection	536
1001 - Evaluation of Employees and Productivity Standard	540
1002 - Promotions and Transfers	542
1003 - Grievance Procedure	544
1004 - Anti-Retaliation	546
1005 - Reporting of Employee Convictions	549
1006 - Drug- and Alcohol-Free Workplace	551
1007 - Sick Leave	554
1008 - Communicable Diseases	556
1009 - Smoking and Tobacco Use	561
1010 - Personnel Complaints	562
1011 - Seat Belts	572
1012 - Body Armor	574
1013 - Personnel Records	576
1014 - Commendations and Awards	581
1015 - Fitness for Duty	587
1016 - Meal Periods, Breaks, Restricted Leave	590
1017 - Lactation Break Policy	591
1018 - Payroll Record Procedures	593
1019 - Overtime Compensation Requests	594
1020 - Outside Employment	596
1021 - Occupational Disease and Work-Related Injury Reporting	601
1022 - Personal Appearance Standards	603
1023 - Uniform Regulations	605
1024 - Nepotism and Conflicting Relationships	611
1025 - Department Badges	614
1026 - Temporary Modified-Duty Assignments	616
1027 - Employee Speech, Expression and Social Networking	619
1028 - Illness and Injury Prevention	623
1029 - Line-of-Duty Deaths	628
1030 - Fitness Center	639
1031 - Slip, Trip, and Fall Prevention	642

Bedford Park Police Department

Bedford Park PD Policy Manual

Attachments	648
1007 - ABSENCE DUE TO SICKNESS OR ACCIDENT.pdf	649
307 - TRAFFIC PURSUIT REPORT.pdf	650
900 - FEDERAL IN DEATH CUSTODY REPORT.pdf	651
317_AttorneyGeneralMissingChildInformation.pdf	652
RESOLUTION.pdf	653
Firearmsregistration.pdf	654
502 - VEHICLE REMOVAL AUTHORIZATION.pdf	655
604 - Lineup Advisement non independent.pdf	656
504 - ALCOHOL INFLUENCE REPORT - PAGE ONE (2).pdf	657
604 - Lineup Advisement independent.pdf	658
604 - PHOTO LIVE LINEUP ADVISORY FORM.pdf	659
706-PRDattachment A.pdf	660
317 - MISSING PERSON SCHOOL NOTIFICATION.pdf	661
803 - REPORT CHECK OUT LOG.pdf	662
1000 - PRODUCTIVITY STANDARD - JOB FUNCTION VALUES.pdf	663
900 - FEDERAL IN DEATH CUSTODY REPORT COVER SHEET.pdf	664
306-BPPD FIREARMS REGISTRATION.pdf	665
1007- ABSENCE DUE TO SICKNESS.pdf	666
901 - STRIP SEARCH AUTHORIZATION.pdf	667
601 - SEIZURE PRELIMINARY REVIEW.pdf	668
FITNESS CENTER INFORMED CONSENT WAIVE2019.pdf	669
901 - BODY CAVITY SEARCH AUTHORIZATION.pdf	670
334 - SAFE HAVEN REGISTRATION BROCHURE (POLISH).pdf	671
334 - SAB BROCHURE (POLISH).pdf	672
1028 - HAZARD ANALYSIS AND CORRECTION.pdf	673
504 - ALCOHOL INFLUENCE REPORT (2 OF 2).pdf	674
604 - PHOTO - LIVE LINEUP ADVISORY FORM.pdf	675
2016 Directory of IL Healthcare Providers for Child Abuse and Neglect.pdf	676
1010-administrativeproceedingrights.pdf	677
332 - PUBLIC SAFETY VIDEO SURVEILLANCE LOG.pdf	678
1010 - INFRACTION VIOLATION NOTICE.pdf	679
504 - ALCOHOL INFLUENCE REPORT (1 OF 2).pdf	680
Merit and Efficiency Rating Form.pdf	681
502 - VEHICLE TOW REPORT.pdf	682
604 - LINEUP ADMINSTRATOR REPORT.pdf	683
PRDattachment A.pdf	684
MEDICAL RECORDS RELEASE.pdf	685
504 - ALCOHOL INFLUENCE REPORT - PAGE TWO (2).pdf	686
1020 - OUTSIDE EMPLOYMENT APPLICATION.pdf	687
317_AttorneyGeneralMissingChildInformation.pdf.url	688
338 - PRIVATE PERSONS ARREST.pdf	689
RISK ASSESSMENT - WARRANT SERVICE MATRIX.pdf	690
601 - SEIZURE PRELIMINARY WORKSHEET.pdf	691
504 - ALCOHOL INFLUENCE REPORT - PAGE ONE (1).pdf	692
334 - SAFE HAVEN REGISTRATION BROCHURE (SPANISH).pdf	693
334 - SAB BROCHURE (ENGLISH).pdf	694

Bedford Park Police Department

Bedford Park PD Policy Manual

2017 LEXIPOL POLICY RESOLUTION.pdf	695
313 - JUVENILE CUSTODY LOG.pdf	696
317 - MISSING PERSON INVESTIGATION CHECKLIST.pdf	697
317 - MISSING PERSON CHILD CHECKLIST.pdf	698
313 - JUVENILE MIRANDA WARNINGS.pdf	699
502 - NOTIFICATION OF VEHICLE IMPOUNDMENT.pdf	700
317 - MISSING PERSON CHECKLIST AUTISM.pdf	701
1010 - PERSONNEL COMPLAINT FORM.pdf	702
310 - DOMESTIC VIOLENCE SUPPLEMENTAL REPORT.pdf	703
900 - PRISONER QUESTIONNAIRE REPORT.pdf	704
1000 - PRODUCTIVITY STANDARD JOB FUNCTION VALUES.pdf	705
900 - PRISONER CUSTODY LOG.pdf	706
334 - SAB BROCHURE (SPANISH).pdf	707
304 - TASER DEVICE REPORT FORM.pdf	708
413 - CONDITION REPORT.pdf	709
608-609 RISK ASSESSMENT - WARRANT SERVICE MATRIX.pdf	710
404 - RIDE ALONG WAIVER.pdf	711
334 - SAFE HAVEN REGISTRATION BROCHURE (ENGLISH).pdf	712
PROPERTY CUSTODY REPORT.pdf	713
317 - MISSING PERSON REPORT.pdf	714
FITNESS CENTER INFORMED CONSENT WAIVER.pdf	715
501 - SUPERVISOR TRAFFIC CRASH REPORT FORM.pdf	716
604 - LINEUP ADMINSTRATOR REPORT FORM.pdf	717
501 - SUPERVISOR TRAFFIC CRASH REPORT.pdf	718

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Bedford Park Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Bedford Park Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE BEDFORD PARK POLICE DEPARTMENT

An officer may arrest a person when (725 ILCS 5/107-2):

- (a) There are reasonable grounds to believe that an arrest warrant exists.
- (b) There are reasonable grounds to believe that the person is committing or has committed an offense.

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE BEDFORD PARK POLICE DEPARTMENT

The authority of officers outside the Bedford Park Police Department police district includes the ability to conduct temporary questioning or make an arrest (725 ILCS 5/107-4):

- (a) If the officer is engaged in the investigation of criminal activity that occurred in the officer's jurisdiction and the temporary questioning or arrest is in furtherance of that investigation.
- (b) If the officer, while on-duty as an officer, becomes aware of the immediate commission of a felony or a misdemeanor violation of the laws of this state.
- (c) If the officer, while on-duty as an officer, is requested by an appropriate state or local law enforcement official to render aid or assistance to the requesting law enforcement agency that is outside the Bedford Park Police Department jurisdiction.
- (d) If the officer is part of a Cyber Gang Unit established under 20 ILCS 2605/2605-580.

While outside the jurisdiction of the Bedford Park Police Department an officer shall make prompt notification to the local law enforcement agency of the county or municipality where any of the

Bedford Park Police Department

Bedford Park PD Policy Manual

Law Enforcement Authority

above occurs, and shall notify his/her immediate on-duty supervisor as soon as practicable (725 ILCS 5/107-4).

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other adjoining states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters Indiana, Iowa, Wisconsin or Missouri in fresh pursuit of a person who is in the immediate and continuous flight from the commission of a felony, and in Missouri the crime of driving while intoxicated or driving with excessive blood alcohol content (I.C. § 35-33-3-1 (Indiana); Iowa Code § 806.1 (Iowa); Wis. Stat. § 976.04 (Wisconsin); § 544.155, RSMo (Missouri)).

Whenever an officer makes an arrest in Indiana, Iowa, Wisconsin or Missouri, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (I.C. § 35-33-3-2; Iowa Code § 806.2; Wis. Stat. § 976.04; § 544.155, RSMo).

100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the federal and Illinois Constitutions.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

The Illinois Law Enforcement Training Standards Board (ILETSB) has mandated that all sworn officers within the State of Illinois receive certification and training within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any Chief Executive Officer and Deputy Police Chief of this department must complete a minimum of 20 hours of certified training annually as prescribed by the Illinois Police Training Act (50 ILCS 705/10.7).

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Bedford Park Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. The form of oath shall be as follows (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010):

"I do solemnly swear (affirm) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of (state title) to the best of my ability."

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010).

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Bedford Park Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Bedford Park Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Village, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Bedford Park Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

Annual Leave/Vacation - A period of excused absences granted on an annual basis.

Bedford Park Police Department

Bedford Park PD Policy Manual

Policy Manual

Beat - A geographical area within the Village to which one or more officers are assigned for patrol purposes.

CFR - Code of Federal Regulations.

Chain of Command - Lines of authority and responsibility running upward and/or downward usually consistent with levels of rank.

Civilian - Employees and volunteers who are not sworn peace officers.

Department/BPPD - The Bedford Park Police Department.

Detail - Temporary assignment, project or task in relation to a specific matter.

Directive - An authoritative instrument issued by the Police Chief, a Command Officer or Supervisor that serves to direct some function or action.

Employee/personnel - Any person employed by the Department.

Evaluation - Review of performance, attitude, skills, etc., primarily to improve or recognize the individual employees efforts.

Follow-up Investigation - A supplementary investigation to record additional facts directed toward clearance or closure of an incident, crime or administrative review, or the recording of recovered property.

ILETSB - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

Inter-Office Memo - A written communication affecting more than one unit or function.

Intra-Office Memo - A written communication affecting the members of a single unit or function.

Job Description - Statements describing the specific tasks, abilities, duties and responsibilities of an assignment, position and/or rank.

Juvenile - Any person under the age of 18 years.

Law enforcement officer - Any officer of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof.

Leave of Absence - A period of time during which a member is excused from active duty and is not receiving pay.

Manual - The Bedford Park Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Bedford Park Police Department, including:

- Full- and part-time employees.
- Sworn peace officers.

Bedford Park Police Department

Bedford Park PD Policy Manual

Policy Manual

- Reserve, auxiliary officers.
- Civilian employees.
- Volunteers.

Officer - Those employees, regardless of rank, who are sworn employees of the Bedford Park Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Preliminary Investigation - The initial investigation conducted by a member upon the report of discovery of an incident, crime or administrative review.

Probationary Period - Original appointees are appointed on a probationary period of not less than (1) one year if previously certified as a peace officer by the Illinois Law Enforcement Training and Standards Board or not less than (1) one year from the date of successful completion of the basic training course as provided by the training board.

Procedure - Manner or method of proceeding in a process or course of action.

Rank - The title of the classification held by an officer.

Section - A primary element of a Division.

Senior Officer - A member in any given rank with the longest service in that rank.

Sick Leave - A period of excused absences necessitated by illness or injury incurred while off-duty.

Shall or will - Indicates a mandatory action.

Shift - A period of time of day during which a complement of members are on duty.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Special Order - Written order relating to some specific circumstances or situation.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

Bedford Park Police Department

Bedford Park PD Policy Manual

Policy Manual

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

S uspension - The act of being temporarily relieved of duty generally as a result of negative disciplinary action.

U nit - Specialization of one member, or group, to accomplish a given purpose, usually an element of a Section.

USC - United States Code.

V illage - The Village of Bedford Park

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

The Chief of Police will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to the Chief of Police, who will consider the recommendations and forward them to the command staff as appropriate.

Police Lieutenant

104.1 DUTIES AND RESPONSIBILITIES

Duties and responsibilities of police Lieutenants include all the duties of a police sergeant as well as the following duties as specifically assigned by the Chief of Police:

A. Being accountable for the proper management of the In-Car Video System and Body-worn camera system, to include: Ensuring the video systems are in good working condition, are used properly, that digitally recorded data is appropriately retained and downloaded.

- (a) Ensuring equipment malfunctions are addressed.
- (b) Using existing video system reports and databases to monitor the system usage and to address any deficiencies found, ensuring compliance with the Department policies entitled "Mobile Audio/Video" and Portable Audio/ Video Recorders".
- (c) Using the review/playback functions of the system to identify recorded events having evidentiary or training value and saving such videos as required by department policies.

B. Developing and monitoring strategies to manage and ensure proper oversight and response to patrol personnel regarding shift scheduling including:

- (a) Tracking vacations, sick days, personal time, compensatory time, and overtime usage.
- (b) Ensuring proper shift coverage.
- (c) Tracking work hours to ensure that personnel stay on-track with yearly work hour totals.

C. Scheduling and monitoring personnel training to ensure that state mandated training and department mandated training requirements are met.

D. Administrating the Field Training Program by reviewing and approving the daily trainee performance evaluations submitted by the field training officer through the field training officer program supervisor.

E. Coordinating the department canine program including, but not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.
- (i) Maintaining a liaison with the department canine veterinarian

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Lieutenant

F. Being the immediate supervisor of the Investigations Unit including but not limited to:

- (a) Maintaining close supervision of the Investigations Unit, making assignments, reviewing reports, and assisting in investigations as needed.
- (b) Developing and maintaining a work schedule for the Investigations Unit to ensure proper staffing is achieved while tracking vacations, sick time, personal time, compensatory time, and overtime usage.
- (c) Ensuring that there is always an on-call detective available.
- (d) Responding to any incidents in the Village where the Southwest Major Crimes Taskforce or the South Suburban Major Crimes Task are activated or are likely to be activated.
- (e) Ensuring Investigators have received all department and state mandated training.
- (f) Representing the Police Department and keeping the Chief of Police aware of changes or developments in the various multi-jurisdictional task forces the Police Department participates in (Narcotics and Currency Interdiction Team, South Suburban Major Crimes Task Force, Southwest Major Crimes Task Force, and any other task forces as directed by the Chief of Police).
- (g) Supervising and tracking the schedule of officers/investigators assigned to multi-jurisdictional task forces.
- (h) Assisting the Law Enforcement Agency Data System (LEADS) Coordinator in the proper handling of Validations as required by (LEADS).
- (i) Assisting the Records Clerk in submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members, hate crimes, domestic crimes, index crimes and school incidents pursuant to the Uniform Crime Reporting Act (50 ILCS 709/5-12).
- (j) Assisting the Records Clerk in submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.
- (k) Ensuring that the required Jeanne Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures.
- (l) Conducting background investigations on recruits/applicants and submitting to the Chief of Police findings in either the affirmative or the negative opinion on the hiring of the applicant/recruit.
- (m) Acting as Hearing Officer for the administrative tow hearing
- (n) Attending Village Municipal Code adjudication hearings.
- (o) Conducting internal investigations as directed by the Chief of Police.
- (p) Overseeing the management, control, and integrity of evidence and the evidence room.

G. Administering the automated traffic law enforcement system including:

- 1. Ensuring that red light violations are reviewed in a timely manner
- 2. Ensuring the red-light camera system is in good working condition and making proper notifications if there are malfunctions with the system
- 3. Preparing an evaluation and summary of the red-light traffic law enforcement system as required by the Illinois Department of Transportation

H. Performing all duties as required by law, Department policies, and as directed by the chief of police.

I. Submitting recommendations to the chief of police regarding discipline, transfer, or change of duty.

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Lieutenant

J. The chain of command for the rank of Lieutenant is such that the Lieutenant will take orders from the Deputy Chief and the Chief of Police. The Lieutenant has authority over and supervision of sergeants, patrol officers, and other employees on shift.

104.2 QUALIFICATIONS

The qualifications for the position of police lieutenant are:

All candidates must be currently employed by the Bedford Park Police Department as a Sergeant.

All candidates must have received a bachelor's degree from an accredited university.

A recommendation for a promotion to the position of lieutenant will be made to the Village Board by the Chief of Police.

Police Sergeant

105.1 DUTIES AND RESPONSIBILITIES

Duties and responsibilities of police Sergeants include but are not limited to:

A. Overseeing the operational and administrative functions of the shift

B. Conducting roll calls as assigned, unless other priority duties demand their presence elsewhere. In such instances, another member will be designated to conduct roll calls. Roll call procedures will include, but are not limited to, ensuring:

1. Personnel properly report for duty on time and ready for duty
2. Daily personnel and equipment assignments are made
3. Inspections are conducted (uniform, personal appearance, firearms, etc.), as required
4. Proper roll call notifications are made
5. Information is exchanged from the prior watch concerning current crime conditions
6. The appropriate training is conducted

C. Ensuring compliance with policy and procedures regarding arrestee processing and booking, including but not limited to:

1. Reviewing each arrest situation to determine the propriety of the charge and proper indication of initial approval of the probable cause
2. Ensuring that the Felony Review Unit of the Cook County State's Attorney's Office and other state or federal agencies are notified when appropriate
3. Ensuring that vehicles subject to police action (tow, impoundment, seizure) are processed in accordance with Department procedures
4. Indicating the final approval of charges against the accused when the booking process has been completed
5. Taking appropriate measures to address improper actions surrounding arrest processing procedures

D. Reviewing and approving reports, activity logs, and other paperwork from the shift.

E. Ensuring the daily assignment logs are correct and updated as needed.

F. Supervising shift sworn and civilian members, including:

1. Mentoring subordinates by helping to develop their knowledge, ability, and confidence to make decisions based on the principles of police legitimacy and procedural justice and in conformance with existing policies
2. Guiding and directing the performance of their subordinates; and
3. Monitoring behavior and performance of subordinates and their adherence to Department policies and procedures and taking appropriate action when deficiencies in performance, uniform, and/or equipment are observed

G. Monitoring the Computer Aided Dispatch (CAD) and dispatched radio assignments to:

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Sergeant

1. Ensure dispatchers and field supervisors conform to Department dispatch protocol and policy
 2. Direct the overall response to crime conditions
- H. Being accountable for the proper use of the In-Car Video System and Body-worn cameras, to include:
1. Ensuring the video systems are in good working condition, are used properly by officers, and that digitally recorded data is appropriately retained and downloaded
- G. Providing for the continuity of operations between watches by ensuring the oncoming watch is advised of the Village's conditions and problems that may impact the relieving shift
- H. Ensuring that shift shortages that are created are properly filled (i.e., overtime call-outs)
- I. Ensuring that personnel complete all required in-service training
- J. Ensuring that all department property, vehicles, equipment, and buildings are properly safeguarded and cared for as per department policies. Making proper notifications to correct any deficiencies in department property, vehicles, equipment, and buildings.
- K. Investigating personnel complaints against the supervisor's immediate subordinates, unless the supervisor is the complainant or has any personal involvement regarding the alleged misconduct. In these instances, the Chief of Police, or the authorized designee, may direct that another supervisor investigates any complaint. Any such investigation shall be in accordance with the Police Department policy titled, "Personnel Complaints".
- L. Reviewing violations from the automated traffic photo enforcement system.
- M. Submitting recommendations to the chief of police regarding discipline, transfer, or change of duty.
- N. The Field Training Officer Program supervisor will be selected from the rank of Sergeant or above by the Chief of Police and that supervisor shall have the following responsibilities:
1. Assigning trainees to FTOs
 2. Creating initial trainee schedule
 3. Conducting FTO meetings
 4. Maintaining and ensuring FTO/Trainee performance evaluations are completed
 5. Maintaining, updating and issuing the Field Training Manual to each trainee
 6. Monitoring individual FTO performance
 7. Monitoring the overall FTO Program
 8. Maintaining liaison with FTO Coordinators of other agencies
 9. Maintaining liaison with academy staff on recruit performance during the academy
 10. Develop ongoing training for FTOs
 11. After completion of the field training period, reviewing and forwarding to the Chief of Police the completed field training officer's guidebook and final evaluation report

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Sergeant

O. The Juvenile Office supervisor will be selected from the rank of Sergeant or above and that supervisor shall have the following responsibilities:

1. Supervising the Juvenile Officers for the department and ensuring they are properly trained
2. Setting up procedures for the handling of delinquent juveniles including arrest, transport, custody, proper court notification, proper parental notifications, processing, charging, and release
3. Ensuring juvenile offenders are petitioned to the court or properly handled outside of the juvenile court system (i.e., station adjustment)
4. Setting up procedures for the handling of juveniles in need of assistance (i.e., victims, minor requiring authoritative interventions, addicted minors, abused minors)
5. Ensuring Juvenile records are kept separate from adult records
6. Working with the Records Clerk to ensure the confidentiality of juvenile records and that juvenile records are expunged as required
7. Preparing a yearly summary report of the Juvenile Office
8. Coordinating Police Department participation community youth events

P. The Hazardous Material Officer will be selected from the rank of Sergeant or above and that supervisor shall have the following responsibilities:

1. Acting as the Police Department liaison with the Fire Department and other agencies responding to Hazardous Material incidents
2. Conducting facility security inspections as required
3. Administering the Police Department's respiratory protection plan as outlined in the Personal Protective Equipment Policy (705) including, but not limited to:
 - a. Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions
 - b. Fit testing, including identification of members or contractors qualified to conduct fit testing
 - c. Medical evaluations for employees to ensure they are able to use
 - d. PPE inventory control
 - e. PPE issuance and replacement
 - f. Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities
 - g. Regularly reviewing the PPE plan
 - h. Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Sergeant

Q. The Exposure Control Officer shall be selected from the rank of Sergeant or above and shall have the duties as indicated in the "Communicable Disease" policy (1008), including:

1. Developing an exposure control plan that includes:

- a. Exposure-prevention and decontamination procedures
- b. Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure
- c. The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- d. Evaluation of persons in custody for any exposure risk and measures to separate them.
- e. Compliance with all relevant laws or regulations related to communicable diseases, including:
 - i. Reporting known and suspected cases of reportable communicable diseases to the local health authority (77 Ill. Adm. Code 690.200).
 - ii. Acting as, or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases
 - iii. The mandates of the Illinois Occupational Safety and Health Act (820 ILCS 219/1 et seq.).
 - iv. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 - v. Responding to exposure notifications from hospitals to which members have transported a patient (210 ILCS 85/6.08).
 - vi. Exposure control mandates in 29 CFR 1910.1030 (820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

2. The ECO should also act as the liaison with the Illinois Department of Labor (IDOL) and may request voluntary compliance inspections.

3. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

4. Ensuring Source Testing is completed as required

5. Requesting a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

- a. Whether the member has been informed of the results of the evaluation.
- b. Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or

treatment. No other information should be requested or accepted by the ECO.

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Sergeant

R. The Rangemaster will be selected from the rank of Sergeant or above and shall have the following duties as indicated in the "Firearms" policy (306):

1. The Rangemaster will have exclusive control of the range. All members attending a range date will follow the directions of the Rangemaster/Range Officer. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Officer after each range date.
2. The Rangemaster will be responsible for inventory control of ammunition and other range necessities and will make proper notifications to ensure that there are sufficient supplies for the operation of the range and the Department.
3. The Rangemaster or a designee has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by members of this department to verify proper operation. The Rangemaster or designee has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Rangemaster or designee.
4. The Rangemaster or designee has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry
5. The Rangemaster shall develop a firearms training program for the department and shall complete and submit to the Training Officer documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Officer.
6. The rangemaster will maintain a list of all of the personally owned weapons of department employees.
7. Ensuring all assigned Range Officers receive the appropriate training and/or certifications needed to maintain the position.

S. The Coordinator of the Department's Taser program will be selected from the rank of Sergeant or above and shall have the following duties as indicated in the "Conducted Energy Device" policy (304):

1. Ensuring that all members who carry TASER devices have received initial and annual proficiency training
2. Ensuring that any malfunctions or inoperable Tasers that are reported are properly addresses through either repair or replacement.
3. Ensuring there are adequate supplies on hand for training and normal duty use.

T. Performing all duties as required by law, Departmental directives and policies, and as directed by the Chief of Police.

U. The chain of command for the rank of Sergeant is such that the Sergeant will take orders from the Lieutenant, the Deputy Chief, and the Chief of Police. The Sergeant has authority over and supervision of patrol officers and other employees on shift.

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Sergeant

105.2 QUALIFICATIONS

The qualifications for the position of police Sergeant are:

All candidates must be currently employed by the Bedford Park Police Department as a police officer.

All candidates must have completed at least three (3) years of continuous service with the Bedford Park Police Department on the date of the test.

All candidates must have completed at least 60 hours of college credit.

Promotion to the position of Sergeant will be made when deemed appropriate by the Chief of Police, with the approval and consent of the Village Board. Such promotions will be made from an eligibility roster which will be valid for two (2) years from the date it was posted.

Promotions will be made from the candidates who successfully passed the written exam (70% or greater), and have accumulated the highest score overall as determined by the written exam, assessment center, the department merit and efficiency rating, administrative review, and seniority in service.

The final placement on the eligibility roster shall be determined as follows:

1. Written Pass/Fail Test = [70% passing/maximum of forty (40) points] written examination consisting of multiple-choice items drawn from relevant texts in police administration, patrol procedures, criminal investigation and other appropriate subjects including the Illinois Code of Criminal Law and Procedure, the Illinois Vehicle Code and the Rules and Regulations of the Police Department, to determine the job knowledge of the candidate.

2. Assessment Center or Oral Review = Maximum of thirty (30) points consisting of a series of exercises designed to reflect the organization, operations and policies of the Bedford Park Police Department and the duties and responsibilities of the position of a Police Sergeant in our organization.

3. Departmental Merit and Efficiency Rating = Maximum of twenty (20) points (based on scale of 1-10). The Department's present complement of Sergeants and Lieutenants shall meet to consider various attributes such as attitude, leadership qualities, decision making abilities, communication skills, education, ethics, integrity, etc. Each Supervisor shall assign a numerical rating to the candidate based on these factors. The Departmental Merit and Efficiency rating shall be the average of the individual ratings of the candidate by the Supervisors as tabulated by the Department Administrator and forwarded to the Chief of Police and/or his designate [See attachment: Merit and Efficiency Rating Form.pdf](#).

4. Administrative Review = A maximum of ten (10) points. The Administrative Review shall be based upon:

- a. Job performance, ability and attitude:
- b. Request for and acceptance of additional job responsibilities, and appropriate performance of them:
- c. Educational achievement.

5. Seniority =

Bedford Park Police Department

Bedford Park PD Policy Manual

Police Sergeant

In addition to the above, one-quarter (1/4) point per year of service or part thereof on the Bedford Park Police Department up to a maximum of five (5) points as of the date of the testing procedure.

A candidate's total score shall consist of the combined scores of the Written test, Assessment Center, Departmental Merit and Efficiency rating, Administrative Review, plus seniority. Candidates shall take rank upon a promotional eligibility roster in the order of their relative excellence as determined by their total score.

A candidate's total score shall consist of the combined scores of the Written test, Assessment Center, Departmental Merit and Efficiency rating, Administrative Review, plus seniority. Candidates shall take rank upon a promotional eligibility roster in the order of their relative excellence as determined by their total score.

Patrol Officer

106.1 PRIMARY OBJECTIVE OF THE POSITION

The primary objective of the patrol officer is to perform law enforcement duties involving the protection of life and property through the prevention and control of crime, preservation of peace, regulation of traffic, and provision of emergency services and other related duties.

106.2 DUTIES AND RESPONSIBILITIES

1. Patrol officers must comply with department rules, regulations, and policies, and all federal, state and municipal laws that govern activities of police officers.
2. Conduct routine patrol activities within the assigned areas of the Village including:
 - a. Patrolling residential and business areas to identify unlawful conduct, whether criminal or non-criminal.
 - b. Identifying hazards to life or property, whether public or private, and to maintain a visible presence.
 - c. Initiating and maintaining active contact with business operators and Village residents and fostering community relations with activities and crime prevention awareness.
 - d. Identifying and monitoring areas where criminal activities or public nuisances are occurring or are likely to occur.
 - e. Making visible vehicle traffic stops with reasonable suspicion to investigate suspicious activities and enforcing non-criminal laws.
 - f. Working flexible and non-traditional shifts and schedules.
 - g. Maintaining an understanding of streets, businesses, and significant locations within the Village.
3. Respond to identified problems and to situations that may be perceived as problems by members of the community, whether criminal or non-criminal, including:
 - a. Initiating appropriate responses by other non-police resources.
 - b. Documenting facts necessary to provide for appropriate responses by other non-police resources.
 - c. Notifying property owners of potential problems and hazards.
 - d. Mediating resolutions to problems.
4. Conduct investigation activities of criminal and non-criminal events.
 - a. Conducting preliminary investigations of criminal acts as necessary to substantiate crimes and preserve evidence of any crime.
 - b. Deriving facts and inferences through observations and interviews of persons and appropriately documenting those facts and inferences in narrative reports or predefined forms.
 - c. Determining the appropriate legal standard necessary to conduct searches or to interrogate suspects and to assure admissibility in court.
 - d. Conducting lawful searches of persons, vehicles, and places.

Bedford Park Police Department

Bedford Park PD Policy Manual

Patrol Officer

- e. Executing search warrants and inventorying and documenting the recovery of property and evidence.
 - f. Verbally warning offenders where appropriate to prevent reoccurrence of minor unlawful conduct.
 - g. Determining methods and propriety of arrest of criminal suspects.
 - h. Arresting persons for violations of laws when warranted.
 - i. Conducting preliminary investigations of non-criminal matters as necessary to provide for appropriate responses by non-police resources and as necessary to maintain public order.
5. Provide for the safe and convenient flow of traffic and pedestrians within the Village by:
- a. Enforcing state and local traffic laws, including aggressive enforcement of the state's DUI laws and citing and arresting other violators where appropriate.
 - b. Investigating traffic accidents
 - c. Identifying and taking appropriate action to correct unsafe road and traffic conditions.
 - d. Aiding motorists by giving directions and assisting in obtaining emergency services or repairs.
 - e. Directing vehicle and pedestrian traffic.
 - f. Operating vehicle monitoring equipment and devices, such as radar.
6. Prepare written reports, forms, memorandums and other documents as required in a complete and detailed manner.
- a. Preparing standardized reports to document crimes and other non-criminal events.
 - b. Preparing narrative descriptions of facts and events to establish an articulable basis, reasonable suspicion, probable cause or facts beyond a reasonable doubt.
 - c. Maintaining detailed administrative reports to document activities, employment status and compliance with state and local accounting and training requirements.
 - d. Preparing required follow-up investigative reports and case files for criminal prosecution.
7. Present evidence in legal proceedings including:
- a. Testifying in criminal and civil proceedings.
 - b. Establishing expertise and rendering opinions and interpretations in areas where adequate training has been provided.
8. Provide support and assistance to other peace officers, whether local, state, or federal, personnel of the criminal justice system, and employees of other communities and agencies.
9. Provide for persons held in custody.
- a. Transporting prisoners to jail and court
 - b. Controlling and restraining unruly persons.
10. Utilize automated systems, including
- a. Running computer checks of vehicles, persons, and articles on a squad-mounted mobile lap-top computer.

Bedford Park Police Department

Bedford Park PD Policy Manual

Patrol Officer

- b. Effectively utilizing and verbally communicating upon a multi-talk trunked radio system.
 - c. Inputting, verifying and making inquiries of data in a computerized record system which includes direct input of narrative information.
 - d. Utilizing, with proper training, automated medical devices.
- 11. Maintain public order within the Village.
 - a. Responding to threatening situations promptly to locate, identify and arrest potentially dangerous persons.
 - b. Arresting and detaining physically resisting persons in a non-lethal manner.
 - c. Participating in crowd control activities including the organized dispersal tactics using non-deadly force.
- 12. Provide emergency services.
 - a. Performing as rescuer under adverse and difficult conditions.
 - b. Exercising standard precautions in the provision of emergency services (i.e.: Bloodborne Pathogens).
 - c. Assessing the emergency medical needs of victims of accidents, disasters, or criminal acts.
 - d. Performing Cardio Pulmonary Resuscitation (CPR) and other first aid techniques.
- 13. Perform law enforcement services in extraordinary situations by:
 - a. Participating in maintaining a security perimeter at a disaster or crime scene under adverse conditions.
 - b. Searching for dangerous instruments, such as loaded firearms, explosive devices or hazardous chemicals.
 - c. Responding to situations where deadly force might be threatened or used and to use deadly force when necessary to protect one's own life or the life of another.
 - d. Performing various other law enforcement duties for extended periods and under extreme weather conditions.
- 14. Accurately discharge the police department's issued or approved standard handgun and rifle and meet qualification standards for such weapons as well as less-than-lethal weapons.
- 15. Operate motor vehicles safely under various conditions and circumstances, including:
 - a. Operating a motor vehicle safely and lawfully while being observant for traffic law violations, suspicious persons or events or other hazards.
 - b. Operating a motor vehicle safely in severe weather; including rain, wind, and snow storms.
 - c. Operating an emergency vehicle with emergency lights and siren safely with due regard for the safety of others.
- 16. Evaluate a situation and exercise good judgement and discretion commensurate with lawful authority, physical abilities, and practical requirements of the situation.
- 17. Perform other related work as required.
- 18. The chain of command for the patrol officer is such that the Patrol Officer will take orders from the Sergeants, the Lieutenants, the Deputy Chief of police, and the Chief of police.

Bedford Park Police Department

Bedford Park PD Policy Manual

Patrol Officer

106.3 QUALIFICATIONS

Applicants for the position of patrol officer must:

Be able to read and comprehend the English language.

Have a two (2) year degree or 60 credit hours of college work from an accredited college or university.

Be eligible to be licensed by the Illinois Peace Officers Standard and Training Board as a Police Officer.

Have the ability to communicate effectively through oral and written skills.

Have the ability to communicate with the public, other police department employees and other Village employees effectively.

Have the ability to safely and lawfully operate a police vehicle, routinely and as an emergency vehicle, and possess a valid Illinois driver's license.

Possess a valid FOID card.

Have the ability to safely and accurately discharge a handgun and rifle.

Have the ability to apprehend and control suspects.

Have the ability to maintain a first responder or higher level of certification of medical knowledge.

Have the ability to do some lifting, bending, climbing, overhead pushing and pulling.

Have the ability to perform the essential functions of the position.

Have the ability to work flexible schedules, including evenings, weekends and holidays.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Bedford Park Police Department. There are three divisions in the Police Department as follows:

- Administration Division
- Patrol Division
- Investigation Division

200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the Chief of Police or designee, whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of Technical Services and Administrative Services.

200.2.2 PATROL DIVISION

The Patrol Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division consists of Uniformed Patrol and Special Operations.

200.2.3 INVESTIGATION DIVISION

The Investigation Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Investigation Division. The Investigation Division consists of the Investigations Bureau, Crime Analysis Unit, Property and Evidence Section, and Forensic Services.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Deputy Chief to serve as the acting Chief of Police. Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Deputy Chief
- (b) Lieutenant
- (c) Shift Commander

Bedford Park Police Department

Bedford Park PD Policy Manual

Organizational Structure and Responsibility

When two or more members of equal rank are simultaneously employed in the same operation, the senior member shall be in charge, except when otherwise ordered.

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

Departmental Directives

201.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with personnel rules and applicable guidelines. Departmental Directives will immediately modify or supersede sections of this manual to which they pertain.

201.1.1 DEPARTMENTAL DIRECTIVES PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of the Chief of Police. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 08-01 signifies the first Departmental Directive for the year 2008.

201.2 RESPONSIBILITIES

201.2.1 ADMINISTRATIVE STAFF

The Chief of Police and/or his or her designee shall review and recommend Departmental Directives for incorporation as revisions to the Policy Manual.

201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge the receipt and review of any new Departmental Directive. E-mail receipts showing an employee's acknowledgement will be maintained.

Emergency Management Plan

202.1 PURPOSE AND SCOPE

The Village has prepared an Emergency Management Plan Manual for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Management Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Management Plan in response to a major emergency.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Bedford Park Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 LOCATION OF MANUALS

Manuals are available in Administration and the Shift Commander's office. All supervisors should familiarize themselves with the Emergency Management Plan and what roles personnel will play when the plan is implemented.

202.4 BUILDING EVACUATION PLAN

In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees.

202.5 UPDATING OF MANUALS

The Chief of Police or designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS).

Training

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. The Department prefers courses that promote professional growth and continued development for Department personnel. Appropriate courses may include:

- Courses certified by ILETSB.
- Courses offered by ILETSB designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.

203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.

203.4 TRAINING PLAN

It is the responsibility of the Training Officer to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Officer shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

203.4.1 STATE-MANDATED TRAINING

State-mandated training requirements every year include (50 ILCS 705/7):

Bedford Park Police Department

Bedford Park PD Policy Manual

Training

- ILETSB-approved use of force training
- Legal updates

State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.19; 725 ILCS 203/20):

- Constitutional and proper use of law enforcement authority
- Procedural justice
- Civil rights
- Human rights
- Mental health awareness and response
- Cultural competency
- Training on sexual assault and sexual abuse response and report writing (refer to Sexual Assault Investigations Policy)

State-mandated training requirements every five years include:

- Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1)

203.5 TRAINING NEEDS ASSESSMENT

The Training Division will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

203.6 TRAINING COMMITTEE

The Training Officer shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be elected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Officer may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Officer to review the identified incidents. The committee shall determine by consensus whether a training

Training

need exists and then submit written recommendations of its findings to the Training Officer. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Officer will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Training Officer. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations
 - 6. Other exceptions as approved by the supervisor or Training Officer.
- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than 7 days prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Training Officer.
 - 3. Make arrangements through his/her supervisor and the Training Officer to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Bedford Park Police Department policy manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Officer.

Personnel assigned to participate in DTBs should only use login credentials assigned to them by the Training Officer. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should

Bedford Park Police Department

Bedford Park PD Policy Manual

Training

log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

The Training Officer will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., Illinois Freedom of Information Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited, will not be tolerated and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police or a designate. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure should minimize the misuse of an individual's email, name and/or password by others.

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Illinois Freedom of Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

Bedford Park Police Department

Bedford Park PD Policy Manual

Electronic Mail

The Freedom of Information Officer or Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

205.2 DEPARTMENT E-MAIL

Department E-mail may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police.

Supervisory Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one Shift Commander on duty.

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and unforeseen circumstances, a qualified Officer in Charge may be used as a Shift Commander.

Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Bedford Park Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Illinois law (18 USC § 926C; 50 ILCS 705/10).

207.2 POLICY

It is the policy of the Bedford Park Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

207.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 - 1. A valid permit to carry a concealed firearm issued by the Illinois Law Enforcement Training and Standards Board (ILETSB) (20 Ill. Adm. Code 1720.260).
 - 2. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

Bedford Park Police Department

Bedford Park PD Policy Manual

Retiree Concealed Firearms

3. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Illinois law or by a private person or entity on his/her property if such prohibition is permitted by Illinois law.

207.4 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PERMITS

Retirees who wish to carry a concealed firearm may apply for an ILETSB permit through the Illinois Retired Officer Concealed Carry (IROCC) office. Application information is available on the IROCC website (20 Ill. Adm. Code 1720.250).

207.5 FORMER OFFICERS RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Shift Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

207.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

Bedford Park Police Department

Bedford Park PD Policy Manual

Retiree Concealed Firearms

207.7 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

The Rangemaster shall ensure that any such certification program complies with 20 Ill. Adm. Code 1720.280.

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably

Bedford Park Police Department

Bedford Park PD Policy Manual

Use of Force

appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use any force which he/she reasonably believes to be necessary to effect an arrest and may use any force which he/she reasonably believes to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Subject's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.
- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the officer.

Bedford Park Police Department

Bedford Park PD Policy Manual

Use of Force

- (k) Potential for injury to officers, suspects and others.
- (l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (p) Prior contacts with the subject or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.
- (c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

- (a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.
- (b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:
 - 1. The subject is violent or physically resisting.
 - 2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

Use of Force

- (c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:
 - 1. Females who are known to be pregnant
 - 2. Elderly individuals
 - 3. Obvious juveniles
 - 4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries
- (d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.
- (e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.
- (f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
- (g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Bedford Park Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and

Bedford Park Police Department

Bedford Park PD Policy Manual

Use of Force

the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 CHOKEHOLDS

A member shall not apply direct pressure to the throat, windpipe or airway of a person with the intent to reduce or prevent the intake of air (chokehold) unless deadly force is justified (720 ILCS 5/7-5.5). A member shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5).

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.

Use of Force

- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

Bedford Park Police Department

Bedford Park PD Policy Manual

Use of Force

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT COMMANDER RESPONSIBILITY

The Shift Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Use of Force

300.9 USE OF FORCE ANALYSIS

At least annually, the Chief of Police, or his/her designate, should prepare an analysis report on use of force incidents. The report should not contain the names of officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Bedford Park Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Bedford Park Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Chief of Police will convene the Use of Force Review Board as necessary. It will be the responsibility of the supervisor of the involved employee to notify the Chief of Police of any incidents requiring board review. The involved employee's supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Chief of Police should select five Use of Force Review Board members from the following, as appropriate:

- Representatives of each division
- Commanding officer in the involved member's chain of command
- Training Officer

Bedford Park Police Department

Bedford Park PD Policy Manual

Use of Force Review Boards

- Non-administrative supervisor
- A peer officer
- A sworn peace officer from an outside law enforcement agency
- Department instructor for the type of weapon, device or technique used

The senior ranking command representative who is not in the same division as the involved employee will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an informal inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved employee to appear. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

Bedford Park Police Department

Bedford Park PD Policy Manual

Use of Force Review Boards

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Bedford Park Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Bedford Park Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

No person who is in labor shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary to prevent escape or injury.

Bedford Park Police Department

Bedford Park PD Policy Manual

Handcuffing and Restraints

302.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.4 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Handcuffing and Restraints

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

Handcuffing and Restraints

- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If an individual is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

- (a) The amount of time the suspect was restrained.
- (b) How the suspect was transported and the position of the suspect.
- (c) Observations of the suspect's behavior and any signs of physiological problems.
- (d) Any known or suspected drug use or other medical problems.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Bedford Park Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 SHIFT COMMANDER RESPONSIBILITIES

The Shift Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Control Devices and Techniques

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Shift Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Control Devices and Techniques

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.

Control Devices and Techniques

- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Bedford Park Police Department

Bedford Park PD Policy Manual

Control Devices and Techniques

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Training Officer shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

304.2 POLICY

The TASER® device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed officers may secure the TASER device in the driver's compartment of their vehicle.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

When carried while in uniform, officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.
- (c) Officers shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.
- (d) Officers should not hold both a firearm and the TASER device at the same time.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the TASER device may be deployed.

Conducted Energy Device

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the TASER device in the related report.

304.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.

Conducted Energy Device

- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

304.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the TASER device, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one TASER device at a time against a single subject.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all TASER device discharges. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence.

Bedford Park Police Department

Bedford Park PD Policy Manual

Conducted Energy Device

The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all TASER device discharges in the related arrest/crime report and the TASER device report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

304.6.1 TASER DEVICE FORM

Items that shall be included in the TASER device report form are:

- (a) The type and brand of TASER device and cartridge and cartridge serial number.
- (b) Date, time and location of the incident.
- (c) Whether any display, laser or arc deterred a subject and gained compliance.
- (d) The number of TASER device activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the TASER device was used.
- (f) The type of mode used (probe or drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Description of where missed probes went.
- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.
- (l) Whether any officers sustained any injuries.

The Training Officer should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Officer should also conduct audits of data downloads

Conducted Energy Device

and reconcile TASER device report forms with recorded activations. TASER device information and statistics, with identifying information removed, should periodically be made available to the public.

See attachment: [304 - TASER DEVICE REPORT FORM.pdf](#)

304.6.2 REPORTS

The officer should include the following in the arrest/crime report:

- (a) Identification of all personnel firing TASER devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Conducted Energy Device

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a supervisor or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall be recertified by a department-approved TASER device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Officer. All training and proficiency for TASER devices will be documented in the officer's training file.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Officer is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Training Officer should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

Bedford Park Police Department

Bedford Park PD Policy Manual

Conducted Energy Device

- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of an officer (50 ILCS 727/1-10; 50 ILCS 727/1-30).

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.1.1 DEFINITIONS

Definitions related to this policy include:

Officer-involved death - Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on-duty, or otherwise acting within the scope of his/her employment, or while the officer is off-duty, but performing activities that are within the scope of his/her law enforcement duties. It also includes any death resulting from a motor vehicle crash, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or an attempt to apprehend (50 ILCS 727/1-5).

305.2 POLICY

The policy of the Bedford Park Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Bedford Park Police Department would control the investigation if the suspect's crime occurred in Village of Bedford Park.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

305.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved BPPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved BPPD supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

- (b) If necessary, the supervisor may administratively order any BPPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
 - 2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Shift Commander and Dispatch. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional BPPD members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
 - 1. Each involved BPPD officer should be given an administrative order not to discuss the incident with other involved officers or BPPD members pending further direction from a supervisor.
 - 2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.5.3 SHIFT COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Commander shall be responsible for coordinating all aspects of the incident until relieved by the Chief of Police.

All outside inquiries about the incident shall be directed to the Shift Commander.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Investigation Supervisor
- Illinois State Police Public Integrity Unit (if appropriate)
- Chaplain
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

1. Involved BPPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-BPPD officers should be referred to their employing agencies.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved BPPD officer. A licensed psychotherapist may also be provided to any other affected BPPD members, upon request.
 1. Interviews with a licensed psychotherapist will be considered privileged.
 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Although the Department will honor the sensitivity of communications with peer counselors, there is no legal privilege to such communications. Peer counselors are cautioned against discussing the facts of any incident with an involved or witness officer.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved BPPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Commander to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The Illinois State Police Integrity Unit is responsible for the criminal investigation into the circumstances of any officer-involved shooting that does not result in death. Officer-involved deaths shall be investigated by outside agency investigators as provided in the applicable intergovernmental agreements.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the Assistant State's Attorney's Office to avoid duplicating efforts in related criminal investigations.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews.

The following shall be considered for the involved officer:

- (a) BPPD supervisors and Investigations personnel should not participate directly in any voluntary interview of BPPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 OFFICER-INVOLVED DEATH INVESTIGATIONS

The Chief of Police should ensure that the Bedford Park Police Department enters into appropriate intergovernmental agreements to investigate officer-involved deaths involving members of the BPPD by appropriately trained outside investigators as required by the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.). The agreement should establish any compensation arrangement for participation in investigations and establish responsibilities for expeditiously providing a complete report to the State's Attorney and a public report if no charge or indictment is brought against the officer.

305.6.2 REPORTS BY INVOLVED BPPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved BPPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved BPPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved BPPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.3 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.6.4 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from outside investigatory agencies and may be assigned to separately handle the investigation of any related crimes not being investigated by outside investigatory agencies.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigation Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the Chief of Police.

Officer-Involved Shootings and Deaths

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved BPPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Investigations Division Supervisor and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy) (50 ILCS 725/1 et seq.).

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
 - (a) A blood sample and a urine sample shall be compelled in the case of a shooting that caused injury or death of a person as soon as practicable but no later than the end of the officer's shift or tour of duty (50 ILCS 727/1-25).
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas, with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 - (a) Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
 - (b) The interview shall take place at the facility to which the administrative investigator is assigned or the police facility that has jurisdiction over the place where the incident occurred. The interview shall also be conducted at a reasonable time of day and during the time when the officer is on-duty as operational requirements and the nature of the incident permit. The interview shall be of reasonable duration and allow for reasonable periods of rest and personal necessities of the officer (50 ILCS 725/3.1; 50 ILCS 725/3.3; 50 ILCS 725/3.5).
 - (c) The officer shall not be subject to professional or personal abuse, including offensive language (50 ILCS 725/3.6).
 - (d) If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview and shall inform the BPPD of any person who will be present on his/her behalf (50 ILCS 725/3.4; 50 ILCS

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

725/3.9). The officer shall have the right to be represented by counsel and may request counsel at any time before or during the interview and shall have a reasonable time and opportunity to obtain counsel (50 ILCS 725/3.9). However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

- (e) A complete record of the administrative interview shall be made and a complete transcript or copy shall be made available to the officer without charge and without undue delay. Such record may be electronically recorded (50 ILCS 725/3.7). The officer may also record the interview.
 - (f) The officer shall be informed in writing of the nature of the investigation and the name, rank and unit/command of the assigned administrative investigator, the interviewers and all persons who will be present on behalf of the BPPD (50 ILCS 725/3.2; 50 ILCS 725/3.4). If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights in writing and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally (50 ILCS 725/3.8).
 - (g) The Investigations Division shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
 - (h) Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
 - (i) Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.
- (d) Investigators should take reasonable steps to avoid interfering with the outside criminal investigation conducted under the requirements of 50 ILCS 727/1-10 (50 ILCS 727/1-15).

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or Village Attorney's Office as appropriate.

305.10 DEBRIEFING

Following an officer-involved shooting or death, the Bedford Park Police Department should conduct both a critical incident/stress debriefing and a tactical debriefing.

305.10.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Chief of Police is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, other civilian). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Investigations personnel.

305.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police or the authorized designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Shift Commander, Investigations Supervisor, and the Chief of Police in the event of inquiries from the media.

No involved BPPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police.

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer-Involved Shootings and Deaths

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 REPORTING

The Chief of Police will ensure that the Records Manager is provided with enough information to meet the reporting requirements for any officer-involved shooting or death that qualifies to be reported to the Department of State Police (50 ILCS 709/5-12).

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Bedford Park Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Firearms shall not be carried by civilian members while on-duty or while in any Village-owned vehicle. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Chief of Police. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 22. The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER
Glock	27	40 caliber

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Mossberg 500A1 (12 gauge). The following additional shotguns are approved for on-duty use:

MAKE	MODEL	CALIBER
------	-------	---------

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

If an officer opts to carry a shotgun in a department vehicle, he must check it out with his shift commander who will also issue ammunition for the shotgun.

During the officer's tour of duty, the shotgun magazine will be fully loaded with department issued ammunition with the shotgun safety on.

No rounds will be carried in the chamber of the weapon, until circumstances create reasonable cause to believe that it may be necessary to lawfully use the weapon, or in training situations with prior approval of the range instructor.

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

Said weapon and ammunition will be returned at the end of the member's tour of duty to the shift commander for storage in the armory.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the .223 Caliber. The following additional patrol rifles are approved for on-duty use:

MAKE	MODEL	CALIBER
All	A-R 15 Style	5.56 Caliber

Patrol rifles must meet the following specifications:

- (a) The barrel length must be at least 16 inches.
- (b) Rifle must be semi-automatic only.
- (c) Rifle must have iron sights.
- (d) Primary magazines may be 30 round capable, loaded with 20 rounds.
- (e) Back-up magazines may be 30 round capable, loaded with 28 rounds.
- (f) Rifle must be equipped with a sling system suitable for tactical deployment where the weapon may be retained hands free, yet ready for immediate use.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the department list of approved firearms.
- (b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and on the department list of approved firearms.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected and approved by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection and approval prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition.
- (i) When armed, officers shall carry their badges and Bedford Park Police Department identification cards under circumstances requiring possession of such identification.

306.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Uniformed members shall carry department issued ammunition in a magazine of 15 rounds and one round chambered with at least two additional 15 round magazines on their duty belt/vest carrier. Members shall be issued fresh duty ammunition annually in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Only department-approved on-duty holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) No rounds will be carried in the chamber of the shotgun or rifle until circumstances create reasonable cause to believe that it may be necessary to lawfully use the weapon.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done inside the station. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner inside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (720 ILCS 5/24-9(a)).

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least annually with their duty firearms (50 ILCS 710/0.01 et seq.).

Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up
 - 2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Chief of Police or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 REPORTING REQUIREMENTS

Members shall complete an incident report in all cases where a firearm is discharged on an animal.

306.7.4 WARNING AND OTHER SHOTS

Warning shots or shots fired for the purpose of summoning aid are prohibited.

306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster/Range Officer. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Officer after each range date. Failure of any member to sign in and out with the Rangemaster/Range Officer may result in non-participation or non-qualification.

The range shall remain operational and accessible to Department members during hours established by the Department.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

The Rangemaster or designee has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by members of this department to verify proper operation. The Rangemaster or designee has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Rangemaster or designee.

The Rangemaster or designee has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Officer documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Officer.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Bedford Park Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Bedford Park Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Bedford Park Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms

- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Bedford Park Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Vehicle Pursuits

307.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

307.1.1 VEHICLE PURSUIT DEFINED

An active attempt by a peace officer in an authorized emergency vehicle to apprehend an actual or suspected law violator, who is attempting to avoid apprehension through evasive tactics.

307.2 OFFICER RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with emergency lights and siren. The driver of an authorized emergency vehicle may proceed past a red or stop signal or stop sign, exceed the maximum speed limits, and disregard regulations governing direction of movement or turning in specified directions provided the driver slows as may be required and necessary for safe operation and does not endanger life or property (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

To reduce the likelihood of a pursuit occurring, an officer intending to stop a vehicle for any violation of the law, except a traffic law, should, whenever possible and without creating a threat to public

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

safety or officers, close the distance between the two vehicles. In situations where appropriate and prudent, awaiting the arrival of assisting officers, prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop may be warranted.

Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall reduce the vehicle's speed so as to avoid a collision with another vehicle or pedestrian.

Officers should make every reasonable effort to ensure that the way is clear before proceeding through an intersection or otherwise increasing speed. Pursuing officers are expected to maintain complete control of their vehicles at all times. Throughout the course of a pursuit, pursuing officers should not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers are discouraged from passing other units involved in a pursuit unless the passing officer receives specific permission from the Primary Unit.

307.2.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle and only when the officer knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of other motorists and/or has committed or is attempting to commit a serious or forcible felony as defined by Illinois Compiled Statute (720 ILCS 5/2-8).

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).
- (d) The identity of the suspect(s) has been verified and there is comparatively minimal risk in allowing the suspect(s) to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- (f) Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the telecommunicator/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.

Vehicle Pursuits

- (g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Availability of other resources such as helicopter assistance.
- (l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner(s) in the police vehicle.

307.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape.

The factors listed in the previous subsection are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s).

In addition to the factors listed in the previous subsection the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
- (e) Hazards to uninvolved bystanders or motorists.
- (f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

Vehicle Pursuits

- (g) Directed by a supervisor.

307.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

307.3 PURSUIT UNITS

Pursuit units should be limited to two vehicles; however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

307.3.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

307.3.2 SEMI-MARKED AND UNMARKED VEHICLES

Semi-marked units may initiate a pursuit providing the proper justification exists, but will relinquish Primary Unit status immediately upon the participation of a marked police car. Upon relinquishing Primary Unit status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill Secondary Unit responsibilities or are otherwise directed by a supervisor. A semi-marked police vehicle is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.

Unmarked or other departmental vehicles, except for marked, semi-marked and motorcycle units, may not initiate a pursuit without the authorization of a supervisor unless there is an imminent threat to life or great bodily harm represented by the continued freedom of the suspect. An unmarked police vehicle has no distinctive identifiable marking but may have portable emergency warning lights.

Vehicle Pursuits

307.3.3 PRIMARY UNIT RESPONSIBILITIES

The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the suspect against the degree of risk to which peace officers and others are exposed as the result of a pursuit. Officers are reminded that they are under no legal obligation to initiate a pursuit, and that in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

Upon the initiation of a pursuit, the pursuing officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights if not already activated.

The Primary Unit will notify Dispatch that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of known occupants.
- (f) The identity or description of the known occupants.
- (g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

307.3.4 SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) The officer in the secondary unit should immediately notify the telecommunicator and supervisor, if feasible, of entry into the pursuit. Until such time that a supervisor assumes responsibility, only one Secondary Unit shall become involved in an ongoing pursuit.
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.
- (c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.
- (d) Upon joining the pursuit or being assigned Secondary Unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

- (e) If so requested by the Primary Unit or if directed by a supervisor to do so, the Secondary Unit may assume Primary Unit responsibilities. Otherwise, the Secondary Unit may not attempt to overtake or pull alongside the Primary Unit.
- (f) Secondary Unit personnel are responsible for serving as a backup to the Primary Unit. As such, they will respond to directions from the Primary Unit personnel unless otherwise directed by a supervisor or circumstances do not allow.

307.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 - 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 - 2. Pursuing units should exercise due caution when proceeding through controlled intersections.
- (c) Police officers involved in a pursuit shall not proceed in a direction opposite to the flow of traffic on a divided highway without the specific authorization of a supervisor, if feasible. In the event the pursued vehicle does so, the following tactics should be considered:
 - 1. Requesting assistance from an air unit.
 - 2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
 - 3. Requesting other units to observe exits available to the suspect(s).
- (d) Notifying the Illinois State Police and/or other agency if it appears that the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

307.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Vehicle Pursuits

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

307.3.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

307.3.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

307.4 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
- (b) The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this guideline and shall permit the pursuit to be continued only if said guideline has been fully complied with to the best of the supervisor's knowledge.
- (c) Upon being notified of a pursuit, the supervisor shall verify the following:

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

1. That no more than the required or necessary number of units are involved in the pursuit.
2. That the proper radio frequency is being used.
3. That other agencies are notified as necessary and appropriate.
- (d) The supervisor shall continuously review the incoming information to determine whether the pursuit should be continued or terminated.
- (e) The supervisor shall order a pursuit terminated after concluding danger to the pursuing peace officers or the public outweighs the need for the immediate apprehension of the suspect.
- (f) The supervisor may order a pursuit terminated if the suspect's identity is established to the point where later apprehension is likely and there is no immediate threat to public safety.
- (g) The supervisor should order a pursuit terminated whenever the weather, road, or traffic conditions substantially increase the danger to the public posed by the pursuit beyond the need for immediate apprehension.
- (h) The supervisor should order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.
- (i) In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:
 1. Directing pursuit or support units into or out of the pursuit.
 2. The assignment of a Secondary Unit to the pursuit.
 3. The re-designation of Primary, Secondary, or other support units as necessary.
 4. The approval, disapproval, and coordination of pursuit tactics.
 5. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit.
 6. Ensure compliance with inter-jurisdictional pursuit agreements.
- (j) The supervisor may approve and assign additional backup or support units to assist the Primary and Secondary Units based upon their analysis of:
 1. The nature of the offense for which the pursuit was initiated.
 2. The number of suspects and any known propensity for violence.
 3. The number of peace officers in the pursuit vehicles.
 4. Any damage or injuries to the assigned Primary or Secondary Units or peace officers.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

5. The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit.
 6. Any other clear and articulable facts that would justify the increased hazards caused by adding more than the Primary and Secondary Units to a pursuit.
- (k) When the pursuit is terminated, the supervisor shall require that all participating agencies are notified, and identify an on scene supervisor or designee to monitor the arrest and transportation procedures.
- (l) The supervisor shall require throughout the duration of the pursuit that this guideline is followed by all peace officers.

307.4.1 SHIFT COMMANDER RESPONSIBILITY

Upon becoming aware that a pursuit has been initiated, the Shift Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Commander shall review all pertinent reports for content and forward to the Chief of Police.

307.5 COMMUNICATIONS

If the pursuit is confined within the Village limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or telecommunicator. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

307.5.1 DISPATCH RESPONSIBILITIES

- (a) Upon notification that a pursuit has been initiated, Dispatch will:
1. Give priority to the Primary Unit.
 2. Notify other units of pursuit, including location, direction of travel, and vehicle description.
 3. Keep the channel clear.
 4. Notify the Shift Commander and/or patrol supervisor if feasible.
 5. Receive and records all incoming information on pursuit.
 6. Keep Shift Commander and/or the patrol supervisor apprised of progress of pursuit.
 7. Request status when the pursuing peace officer fails to make frequent contact.
 8. Notify neighboring jurisdictions of the pursuit approaching their boundaries.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

9. Perform relevant records and motor vehicle checks.
 10. Coordinate and dispatch backup assistance and air support units under the direction of the supervisor.
- (b) Radio frequency management:
1. Pursuit communication will be handled on the frequency designated by the pursuing agency unless one or more of the following conditions exist:
 - (a) The pursuit has or may extend into other jurisdictions.
 - (b) The supervisor directs a switch to ISPERN.
 2. Upon using the ISPERN frequency, the Primary Unit shall conform to ISPERN guidelines.

307.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspect(s). The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.6 INTER-JURISDICTIONAL PURSUITS

Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics permitted by this policy may be utilized by Bedford Park Police Department officers, irrespective of what is requested by the other agency.

When a pursuit enters another agency's jurisdiction:

- (a) The primary unit will advise Dispatch that the pursuit is leaving this jurisdiction.
- (b) The controlling supervisor will decide whether to continue the pursuit based upon the totality of circumstances known.
- (c) As soon as practicable Dispatch will notify the involved jurisdiction.
- (d) If two units from the other agency are actively involved in the pursuit, the officers will not engage in the pursuit unless directed to do so by a supervisor.

307.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Bedford Park Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Vehicle Pursuits

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific.

307.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department, with supervisor approval, may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Ability to maintain the pursuit.
- (b) Circumstances serious enough to continue the pursuit.
- (c) Adequate staffing to continue the pursuit.
- (d) The public's safety within this jurisdiction.
- (e) Safety of the pursuing peace officers.

As soon as practical, a supervisor or the Shift Commander should review a request for assistance from another agency. The Shift Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the Village limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue with supervisor approval and only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.7 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Police Immobilization Technique), ramming, heading off, or roadblock procedures.

307.7.1 WHEN USE AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

307.7.2 DEFINITIONS

Boxing-in/Rolling Roadblock - The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle. Boxing in/rolling roadblocks are mobile stop techniques.

Heading Off - An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop. Heading off is a forcible stop technique.

Roadblocks - A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect. This includes placement of vehicles as well as use of devices to disable a vehicle. A roadblock is a stationary stop technique.

Spikes or Tack Strips - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

Vehicle Contact Action (Ramming, Police Immobilization Technique (PIT)) - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. Vehicle contact actions are forcible stop techniques.

307.7.3 USE OF FIREARMS/VEHICLE CONTACT ACTION

Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

307.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to peace officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received certified departmental training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Vehicle Pursuits

Those tactics which reasonably may be construed to be a use of deadly force should be employed only as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before applying any tactic which may be reasonably foreseen to be a use of deadly force.

Intervention tactic application circumstances include:

- (a) Officers may use stationary stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity (e.g. the pursued vehicle has sufficient time and distance to stop before reaching the roadblock or the technology employed is designed to disable the vehicle without the loss of control). Where feasible, an officer should obtain authorization from a supervisor before implementing stationary stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (b) Officers may use mobile stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity. Where feasible, an officer should obtain authorization from a supervisor before implementing mobile stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (c) At low speeds the use of forcible stop techniques is permitted when there is legal justification for the use of force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (d) At high speeds the use of forcible stop techniques is permitted only when there is legal justification for the use of deadly force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

307.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

307.8 REPORTING REQUIREMENTS

Officers shall complete an appropriate report of the pursuit incident and assign a case reporting number to each pursuit incident. If involved in inter-jurisdictional pursuit, obtain an Illinois State Police Emergency Radio Network (ISPERN) number in addition to their own case reporting number.

- (a) Pursuit incidents will be investigated thoroughly. The acquisition of statements, photographs, drawings, preliminary medical reports and any other evidentiary items that are or could be relevant to the conduct of the pursuit incident should be completed.
- (b) A memorandum shall be completed briefly summarizing the pursuit to his/her department manager. This memo should minimally contain the following information:
 - 1. Date and time of pursuit.
 - 2. Length of pursuit.
 - 3. Involved units and officers.
 - 4. Initial reason for pursuit.
 - 5. Starting and termination points.
 - 6. Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
 - 7. Injuries and/or property damage.
 - 8. Medical treatment.
 - 9. Name of supervisor at scene.
 - 10. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow up is warranted.
- (c) The "Pursuit Driving Report" shall be completed. The "Pursuit Driving Report" should be submitted through the chain of command for internal evaluation and review to determine: [See attachment: 307 - TRAFFIC PURSUIT REPORT.pdf](#)
 - 1. Guideline compliance.
 - 2. Operational needs.
 - 3. Future training needs.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Pursuits

- (d) The "Pursuit Driving Report" will be submitted to the Illinois Law Enforcement Training Standards Board, 600 South Second Street, Suite 300, Springfield, Illinois 62704, by each agency involved in a pursuit.

307.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

All sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

307.8.2 POLICY REVIEW

All department officers shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

307.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy has been created with input from the Illinois Law Enforcement Training Standards Board; Police Pursuit Guidelines (revised March, 2004), in accordance with 50 ILCS 705/7.5.

Officer Response to Calls

308.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

308.2 RESPONSE TO CALLS

Officers dispatched using emergency lights and siren shall consider the call an emergency response and proceed immediately. Officers responding using emergency lights and siren shall continuously operate emergency lighting equipment, and shall sound the siren as reasonably necessary.

The driver of an authorized emergency vehicle may (625 ILCS 5/11-205):

- (a) Park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS).
- (b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation.
- (c) Exceed the maximum speed limits so long as he/she does not endanger life or property.
- (d) Disregard regulations governing direction of movement or turning in specified directions.

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

Officers should only respond using emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond using emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

308.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Dispatch.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency

Bedford Park Police Department

Bedford Park PD Policy Manual

Officer Response to Calls

- The number of units required

308.3.1 NUMBER OF UNITS ASSIGNED

Only those units dispatched to an emergency call or those authorized to respond to an emergency call by a supervisor shall respond code-3.

308.4 INITIATING CODE 3 RESPONSE

Only those units dispatched to an emergency call or those who announce their intention to respond to an emergency call shall respond with emergency lights and siren.

308.5 RESPONSIBILITIES OF RESPONDING OFFICER(S)

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

308.6 COMMUNICATIONS RESPONSIBILITIES

A telecommunicator shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the telecommunicator shall obtain authorization from the Shift Commander or a field supervisor prior to assigning units Code-3. The telecommunicator shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance.
- (b) Immediately notify the Shift Commander.
- (c) Confirm the location from which the unit or units are responding.
- (d) Notify and coordinate allied emergency services (e.g., fire and ambulance).
- (e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated.
- (f) Control all radio communications during the emergency and coordinate assistance under the direction of the Shift Commander or field supervisor.

Officer Response to Calls

308.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Shift Commander or the field supervisor shall verify the following:

- (a) The proper response has been initiated.
- (b) No more than those units reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practical.

The shift commander shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Shift Commander or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

308.8 POLICE ESCORTS

The escort of other vehicles using emergency lights and siren is an extremely dangerous practice and should be avoided.

If it is necessary to escort a funeral procession or slow moving vehicles with oversized loads, the police vehicle's emergency lights may be used. Extreme caution should be exercised while the escort is in progress.

308.9 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Shift Commander, field supervisor, or Dispatch of the equipment failure so that another unit may be assigned to the emergency response.

Canines

309.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services to the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

309.2 POLICY

It is the policy of the Bedford Park Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

309.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time and then only with the approval of the Shift Commander.

309.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Patrol Chief of Police or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
 - 1. Ensure all department vehicles used to transport canines are equipped with a heat sensor monitoring device that meets the requirements of 510 ILCS 83/15.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

Canines

309.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Shift Commander.

309.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Commander and are subject to the following:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) Calling out off-duty canine teams is discouraged.
- (d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

309.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

309.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

309.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

309.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

309.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a canine use report. The injured person shall be promptly treated by Emergency Medical Services (EMS) personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements (510 ILCS 5/13(b)). The canine shall be under observation for 10 days following any bite. The observation shall consist of the canine being locked in a kennel, performing its official duties in a law enforcement vehicle or remaining under the constant supervision of its handler.

309.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

- (a) Absent a change in circumstances that presents an immediate threat to officers, the canine, or the public, such applications should be conducted on-leash or under

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

309.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

309.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

309.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

Canines

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

309.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

- (a) An officer who is currently off probation.
- (b) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).
- (c) A garage that can be secured and accommodate a canine vehicle is preferred but not required.
- (d) Agreeing to be assigned to the position for a minimum of three years.

309.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- (c) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Bedford Park Police Department facility.
- (d) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- (e) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (f) When off-duty, the canine shall be in a kennel provided by the Village at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (g) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- (h) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Commander.
- (i) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Commander.

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

- (j) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

309.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

309.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the memorandum of understanding (29 USC § 207).

309.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Commander as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

309.12 TRAINING

Before assignment in the field, each narcotic detection canine team shall be trained and certified to meet current requirements established by the Illinois Law Enforcement Training and Standards Board (ILETSB) (50 ILCS 705/10.12). Cross-trained canine teams or those canine teams trained exclusively for the detection of explosives also should be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members to familiarize them with how to conduct themselves in the presence of department canines. The canine coordinator shall also be responsible for scheduling periodic training for all canine handlers in the recognition and treatment of a canine's exposure to dangerous substances such as opioids.

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

All canine training should be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Commander.

309.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine teams should receive training as defined in the current contract with the Bedford Park Police Department canine training provider.
- (b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by this department.

309.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

309.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

309.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Bedford Park Police Department may work with outside trainers with the applicable licenses or permits.

309.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(f); 720 ILCS 570/302).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Bedford Park Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

309.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

309.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 225 ILCS 210/2001).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

- (a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.
- (b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
- (c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

Bedford Park Police Department

Bedford Park PD Policy Manual

Canines

- (d) Only members of the canine team shall have access to the explosive training aids storage facility.
- (e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.
- (f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

309.13 CANINE RETIREMENT

When the Chief of Police determines a canine is no longer fit for duty it shall be offered to the handler assigned to the animal during its service. If the handler does not wish to keep the dog, the Chief of Police should offer the canine to another employee of the Bedford Park Police Department, or to a nonprofit organization or no-kill shelter that may facilitate the dog's adoption (510 ILCS 82/5).

309.14 HANDLER DOWN

A. If the K-9 handler is down, or otherwise incapable of controlling the K-9, the following guidelines should be adhered to:

1. If the K-9 is still in the squad car, leave him there, and have an officer drive the vehicle to the station. DO NOT attempt to remove the K-9 from the vehicle.
2. The Shift Commander will have access to emergency numbers to contact individuals qualified to remove the K9. (Other area K9 Officers, Handler's Spouse, Veterinarian, etc.)

B. If the K-9 is out of the car and in a defensive posture to the handler and the handler is unable to respond, use the following guidelines.

1. Any officer who has been trained to "take a bite" from him on the "sleeve" may retrieve the sleeve from the squad car. If the K-9 "takes a bite" on the sleeve unit, the officer will walk the K-9 to the kennel of the squad car. Maneuver the K-9 unit into the squad and place the K9 with sleeve into the rear kennel.
2. Tie the bite sleeve to a 30 foot long rope line (trunk of K-9 Squad). Throw the bite sleeve to the K-9. When he bites the sleeve, pull the K-9 into the squad car kennel (thru the doors).
3. Make immediate contact to any other K-9 handlers on duty from other departments. They will be familiar with K-9 retrieval and restraint.
4. Shooting of the K-9 would be the EXTREME LAST CASE OPTION. Only a shift Supervisor can authorize this action. All other options must have been exhausted and the officer's life must be in jeopardy before destroying the K-9.

Canines

The safety of the public, officers and the K-9 are of paramount concern. When in doubt, ask the K-9 handler for direction. Use caution and common sense when in the area of the K-9.

309.15 OFFICER SAFETY GUIDELINES

Safety for officers, the public and the K9 can be achieved with the following general guidelines.

- (a) Taunting of the K9 in any way (horseplay, foot stomping, aggressive movements, arm waving) is strictly prohibited at all times.
- (b) The K9 is trained in handler protection. Officers shall never jokingly hit, push, yell at or make any aggressive actions towards the handler. The K9 will attack.
- (c) Listen to the directions of the K9 handler when the K9 is off lead. The instructions issued will be to stay close behind the handler or to remain in your patrol car.
- (d) Do not get between the handler and the suspect. The K9 may treat you as a threat. Do not assume that the K9 will distinguish you because you are in uniform.
- (e) Keep radio volume and any other noise to a minimum as this can lead to a distraction for the K9 and lessen performance.
- (f) Watch your flashlight beam to avoid inadvertently blinding the K9. You may shine the light on the ceiling and floor area but never on the K9. Do not crowd the K9 or lower yourself to the K9's level as this may be perceived as a challenge.
- (g) If the K9 is off lead and an officer finds him/her in an area that has attracted the K9's attention, do not move or make eye contact with the K9. Wait for the handler to call him back. Any sudden movement or running may cause the K9 to engage you.
- (h) Never issue commands to the K9. The K9 will not listen and may take it as a challenge and respond aggressively.
- (i) If the K9 does start to act aggressively to a subject and the K9 is on lead, stay 10 feet back and behind the handler until told to do otherwise.
- (j) If the K9 makes an apprehension of a subject, keep your distance from the subject and the K9. Do not move towards them until the handler has control of the K9 and the handler advises you to make contact with the subject.

Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

310.2 POLICY

The Bedford Park Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

310.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

- (a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

Bedford Park Police Department

Bedford Park PD Policy Manual

Domestic Violence

- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Division in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable. [See attachment: MEDICAL RECORDS RELEASE.pdf](#).
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (725 ILCS 5/112A-30).
- (i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred (725 ILCS 5/112A-30). Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Marital status of suspect and victim.
 - 2. Whether the suspect lives on the premises with the victim.
 - 3. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 4. The potential financial or child custody consequences of arrest.
 - 5. The physical or emotional state of either party.
 - 6. Use of drugs or alcohol by either party.
 - 7. Denial that the abuse occurred where evidence indicates otherwise.
 - 8. A request by the victim not to arrest the suspect.
 - 9. Location of the incident (public/private).
 - 10. Speculation that the complainant may not follow through with the prosecution.
 - 11. The racial, cultural, social, professional position, or sexual orientation of the victim or suspect.

310.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

Bedford Park Police Department

Bedford Park PD Policy Manual

Domestic Violence

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the the Cook County Sheriff's Office to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

310.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 - 1. Voluntary separation of the parties.
 - 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

310.4.3 ELECTRONIC SURVEILLANCE ALERTS

Certain individuals released after a violation of an order of protection may be subject to electronic surveillance by GPS as a condition of release, probation or conditional discharge (725 ILCS 5/110-5(f); 730 ILCS 5/5-8A-7).

Upon being dispatched in response to an electronic surveillance alert, officers should make a reasonable attempt to locate the domestic violence victim who is being protected and assist the victim in providing for his/her safety. A reasonable attempt to locate the offender should also be made.

If the offender is located within a prohibited location of the victim, an officer should consider whether an arrest for a violation of the conditional discharge, bail, supervision or order of protection is appropriate.

Each response to an electronic surveillance alert shall be documented in an incident or arrest report.

310.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Officers should (725 ILCS 5/112A-30):

- (a) Recognize that a victim's behavior and actions may be affected.
- (b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (c) Alert the victim to any available victim advocates, shelters, and community resources.
- (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- (e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

Domestic Violence

- (f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (h) Seek or assist the victim in obtaining an emergency order if appropriate.

310.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

310.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

Bedford Park Police Department

Bedford Park PD Policy Manual

Domestic Violence

310.9 LEGAL MANDATES AND RELEVANT LAWS

Illinois law provides for the following:

310.9.1 STANDARDS FOR ARRESTS

- (a) Whenever an officer has reason to believe that a person has been the victim of domestic abuse, the officer shall immediately use all reasonable means to prevent further abuse including arresting the abusing, neglecting and exploiting party, where appropriate (725 ILCS 5/112A-30).
- (b) Officers investigating reports of domestic violence should consider the appropriate charges, including Domestic Battery, Aggravated Domestic Battery and Interfering with the Reporting of Domestic Violence (720 ILCS 5/12-3.2; 720 ILCS 5/12-3.3; 720 ILCS 5/12-3.5).
- (c) Officers investigating a domestic violence incident, who encounter an individual on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition or bond or bail by making contact or communicating with the victim, or by entering or remaining at the victim's residence within 72 hours following the defendant's release (725 ILCS 5/110-10(d)).

310.9.2 REPORTS AND RECORDS

The Bedford Park Police Department is required to record, compile and report to the Illinois State Police information regarding domestic crimes.

- (a) Officers shall include in their reports the victim's statements as to the frequency and severity of prior incidents of domestic violence by the person and the number of prior calls for law enforcement assistance to prevent domestic violence (750 ILCS 60/303; 725 ILCS 5/112A-29).
- (b) Reports must also include information regarding the victim, suspect, date and time of the incident, any injury inflicted, any weapons involved, and the relationship between the victim and the suspect so that the Records Manager is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.
- (c) Officers will complete an Incident Report as well as a Domestic Violence Supplemental Report. [See attachment: 310 - DOMESTIC VIOLENCE SUPPLEMENTAL REPORT.pdf](#)

310.9.3 SPECIFIC VICTIM ISSUES

Officers should:

- (a) Provide or arrange for accessible transportation for the victim (and, at the victim's request, any minors or dependents in the victim's care) to a medical facility for treatment of injuries or to a nearby place of shelter or safety (750 ILCS 60/304).
- (b) Provide the victim with one referral to an accessible service agency (750 ILCS 60/304).

Bedford Park Police Department

Bedford Park PD Policy Manual

Domestic Violence

310.9.4 COURT ORDER RELATED TO PEACE OFFICERS

If the respondent in an Order of Protection is a peace officer, the investigating officer shall determine if the order prohibits the peace officer from possessing any firearms during the duration of the order (725 ILCS 5/112A-14.5).

If the respondent officer is employed by the Bedford Park Police Department, the investigating officer shall take any necessary enforcement actions, promptly submit the appropriate report and notify the Chief of Police of the incident through the chain of command.

If the respondent officer is not a member of the Bedford Park Police Department, the investigating officer shall promptly notify his/her supervisor. The supervisor shall ensure prompt notification to the respondent officer's department.

310.9.5 SERVICE OF COURT ORDERS

A summons, along with the petition for protective order, supporting affidavits, if any, and any ex parte protective order that has been issued, shall be served at the earliest time possible and take precedence over service of other summonses, except those of a similar emergency nature (725 ILCS 5/112A-5.5; 725 ILCS 5/112A-17.5).

Before serving an Order of Protection, the serving officer should conduct an inquiry to determine whether the respondent has been issued a concealed carry license (CCL). If the respondent is found to be in possession of a CCL, the officer shall seize the CCL and forward the notification of the order and license to the Illinois State Police within seven days of the date the order was served (430 ILCS 66/70).

If the Bedford Park Police Department receives a copy of an ex parte protective order issued to a person who is in custody, an officer shall make reasonable efforts to serve the protective order or a short form notification on the person before he/she is released from custody (725 ILCS 112A-22).

Workplace Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for responding to incidents involving workplace violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Workplace violence - The commission or threatened commission of an act of violence, harassment or stalking as defined under the Illinois Criminal Code of 2012 against a person at his/her place of work. Place of work means any property that is owned or leased by the employer and at which the official business of the employer is conducted, as defined by the Workplace Violence Prevention Act (820 ILCS 275/10).

311.2 POLICY

It is the policy of this department to investigate workplace violence as a serious crime and to facilitate employer and victim access to appropriate civil remedies and community resources whenever feasible.

311.3 INVESTIGATIONS

The following guidelines should be followed by officers when investigating workplace violence cases:

- (a) Calls of reported, threatened, imminent or ongoing workplace violence may also involve incidents of domestic violence. Members should consider whether a related domestic violence investigation should also be conducted, as provided in the Domestic Violence Policy.
- (b) Members should take reasonable steps to prevent any further workplace violence, including making an arrest where appropriate.
- (c) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (d) Officers should advise the employer and victim about seeking medical attention and preserving evidence (specifically including photographs or video of injury or damage).
- (e) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

Workplace Violence

- (f) All responses to calls of workplace violence should be documented in an appropriate report.

311.4 EMPLOYER AND VICTIM ASSISTANCE

Officers should:

- (a) If a suspect is arrested, advise the employer and victim that there is no guarantee the suspect will remain in custody.
 - 1. Members should also provide the employer's and victim's contact information to the Cook County Sheriff's Office to enable notification upon the suspect's release from jail.
- (b) If no arrest is made, inform the victim of the victim's right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the State's Attorney's office or other official in accordance with local procedure.
- (c) Provide the victim with the department's domestic violence information handout, if appropriate.
- (d) Advise the parties of available resources, such as victim advocates, shelters or other community resources.
- (e) Accompany the victim to his/her place of residence for a reasonable period of time to remove essential items of personal property if appropriate.
- (f) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (g) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (h) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (i) Assist the employer and victim in obtaining an emergency order if appropriate.
 - 1. Victims may require assistance with transportation to apply for an emergency order of protection.
 - 2. Employers may apply for workplace protection orders if any act of violence, harassment or stalking has been carried out or threatened to be carried out at the workplace (820 ILCS 275/15).
- (j) Officers who are investigating a workplace violence incident and encounter a workplace violence suspect who is on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the

Bedford Park Police Department

Bedford Park PD Policy Manual

Workplace Violence

individual is violating a condition of bond or bail, for example by making contact or communicating with a domestic violence victim within 72 hours of release (725 ILCS 5/110-10(d)).

311.5 REPORTS AND RECORDS

The Bedford Park Police Department is required to record, compile and report to the Illinois State Police information regarding workplace crimes (750 ILCS 60/303).

- (a) Officers shall include in their reports the employer's and victim's statements as to the frequency and severity of prior incidents of violence, harassment or stalking by the person and the number of prior calls for law enforcement assistance.
- (b) The Records Manager shall maintain and periodically report workplace violence information in the form and manner required by the Illinois State Police.

Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Bedford Park Police Department personnel to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Bedford Park Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be permissible. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with the subject's clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Search and Seizure

312.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Temporary Custody of Juveniles

313.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Bedford Park Police Department (34 USC § 11133).

313.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated 720 ILCS 5/24-3.1 by possessing a handgun (28 CFR 31.303; 705 ILCS 405/5-105).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Juveniles

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

313.2 POLICY

The Bedford Park Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Bedford Park Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

313.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Bedford Park Police Department:

- (a) Unconsciousness
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention, or mental health assistance, and notify a supervisor of the situation.

These juveniles should not be held at the Bedford Park Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed.

313.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Bedford Park Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

When transporting juveniles, the officer shall transmit beginning and ending mileage to dispatch.

No juvenile should be held in temporary custody at the Bedford Park Police Department without authorization of the arresting officer's supervisor or the Shift Commander.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Juveniles

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Bedford Park Police Department

(20 Ill. Adm. Code 720.30)

Juveniles cited or arrested for traffic offenses may post bond in the usual manner for these citations.

313.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Bedford Park Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133; 705 ILCS 405/5-410; 705 ILCS 405/2-6).

A juvenile taken into protective custody for prostitution should be reported to the Illinois Department of Children and Family Services (720 ILCS 5/11-14).

313.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

313.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Bedford Park Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when (705 ILCS 405/5-401):

- (a) Probable cause exists to believe he/she has violated, or attempted to violate, a law or ordinance.
- (b) The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court.
- (c) An officer reasonably believes the juvenile has violated court-ordered conditions of probation or supervision.

The officer shall promptly take the juvenile to the nearest juvenile police officer (705 ILCS 405/2-6; 705 ILCS 405/3-8).

The officer shall submit a completed report to the Shift Commander.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Juveniles

313.5 ADVISEMENTS

An officer who takes a juvenile into custody without a warrant shall immediately make a reasonable attempt to notify the parent, guardian or the person with whom the juvenile resides that the juvenile has been taken into custody and where the juvenile is being held (705 ILCS 405/2-6).

313.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including (705 ILCS 405/5-410):

- (a) Identifying information about the juvenile being held.
- (b) Date and time of arrival and release from the Bedford Park Police Department.
- (c) Shift Commander notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- (e) Any changes in status.
- (f) Time of all welfare checks.
- (g) Any medical and other screening requested and completed.
- (h) Circumstances that justify any secure custody.
- (i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

[See attachment: 313 - JUVENILE CUSTODY LOG.pdf](#)

313.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; 705 ILCS 405/5-410). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Bedford Park Police Department shall maintain a constant, immediate presence with the juvenile, or the adult to minimize any contact. If inadvertent, or accidental contact does occur, reasonable efforts shall be taken to end the contact.

313.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Bedford Park Police Department shall ensure the following:

- (a) The Shift Commander should be notified if it is anticipated that a juvenile may need to remain at the Bedford Park Police Department more than four hours. This will

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Juveniles

enable the Shift Commander to ensure no juvenile is held at the Bedford Park Police Department more than six hours.

- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Personal visual checks and significant incidents/activities shall be noted on the log.
- (d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins.
- (f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (g) Juveniles shall have reasonable access to a drinking fountain or water.
- (h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) Juveniles should have privacy during family, guardian and/or lawyer visits.
- (j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Blankets should be provided as reasonably necessary.
- (l) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.
- (m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.
- (o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

313.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Bedford Park Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Juveniles

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

313.10 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Bedford Park Police Department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Bedford Park Police Department.

313.11 SECURE CUSTODY

Only juvenile offenders 10 years of age or older may be placed in secure custody (705 ILCS 405/5-410). Shift Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

313.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) The juvenile shall constantly be monitored by an audio/video system during the entire time in custody.

Temporary Custody of Juveniles

- (b) Juveniles shall have constant auditory access to department members.
- (c) Initial placement into and removal from a locked enclosure shall be logged.
- (d) Random personal visual checks of the juvenile by a staff member, no less than every 15 minutes, shall occur.
 - 1. All checks shall be logged.
 - 2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - 3. Requests or concerns of the juvenile should be logged.
- (e) Males and females shall not be placed in the same locked room.
- (f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

313.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Shift Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Bedford Park Police Department. The procedures will address:

- (a) Immediate notification of the on-duty supervisor, Chief of Police, and Investigation Division supervisor.
- (b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.
- (c) Notification of the appropriate prosecutor.
- (d) Notification of the Village Attorney.
- (e) Evidence preservation.
- (f) Reporting to the Office of Jail and Detention Standards (20 Ill. Adm. Code 720.130).

313.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

[See attachment: 313 - JUVENILE MIRANDA WARNINGS.pdf](#)

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

A juvenile under 15 years of age at the time of the commission of any of the offenses listed in 705 ILCS 405/5-170 (e.g., homicide, criminal sexual assault, criminal sexual abuse) must be represented by legal counsel during the entire custodial interrogation of the juvenile.

Oral, written or sign-language statements of a juvenile under the age of 18 who is subject to custodial interrogation while in custody at a police station or other custodial location are governed by the Investigation and Prosecution Policy (705 ILCS 405/5-401.5).

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Juveniles

A juvenile who was under the age of 18 at the time of the commission of the offense should be read the simplified *Miranda* warning and asked the following questions as set forth in 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1:

- (a) Do you want to have a lawyer?
- (b) Do you want to talk to me?

313.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

Juveniles shall be formally booked for offenses enumerated in 705 ILCS 405/1-7(B)(2).

For all other acts defined as crimes, juveniles may be booked, fingerprinted, or photographed upon approval of the Shift Commander or Investigation Division supervisor, giving due consideration to:

- (a) The gravity of the offense.
- (b) The past record of the offender.
- (c) The age of the offender.

No student booking station shall be established or maintained on the grounds of any school (105 ILCS 5/10–20.64; 105 ILCS 5/34–18.57).

313.15 JUVENILE RECORDS

All juvenile records will be kept separate from adult records. The confidentiality and accessibility of juvenile records will be in accordance with the provisions of the Illinois Juvenile Court Act (705 ILCS 405/1-7).

At no time will the specific identifiers (name, address, etc.) of a juvenile be included in an adult report.

Officers are prohibited from disclosing the identity of any juvenile in releasing information to the general public as to the arrest, investigation, or disposition of any case involving a juvenile.

Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Bedford Park Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency.

314.2 POLICY

The Bedford Park Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

- (a) Within 24 hours members of the Bedford Park Police Department shall notify the Illinois Department on Aging or other designated social services agency when:
 - 1. There is reason to believe that an eligible adult, who because of a disability or other condition or impairment, is unable to seek assistance for him/herself, and;
 - 2. Has, within the previous 12 months, been subjected to abuse, neglect or financial exploitation (320 ILCS 20/4).
- (b) For purpose of this notification, an eligible adult means either:
 - 1. An adult whose disability impairs his/her ability to seek or to obtain protection from abuse, neglect or exploitation, and is 18 through 59 years old.
 - 2. A person 60 years of age or older who resides in a domestic living situation.
- (c) Incidents of alleged abuse shall continue to be reported pursuant to the Illinois Domestic Violence Act (320 ILCS 20/4).
- (d) The Bedford Park Police Department shall also notify the Department of Aging whenever it determines a death of an eligible adult was caused by abuse or neglect by a caregiver (320 ILCS 20/3).

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.

Adult Abuse

- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (320 ILCS 20/3).

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (j) Whether a protective order petition should be filed on behalf of the victim when there is a reasonable belief that the victim is incapable of filing a petition for him/herself (750 ILCS 60/201). Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Adult Abuse

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact the Illinois Department on Aging or other designated social services agency. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to the Illinois Department on Aging or other designated social services agency.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the adult need to be addressed immediately.

Adult Abuse

2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Division supervisor should:

- (a) Work with professionals from the appropriate agencies, including Illinois Department on Aging or other social services agency designated to investigate adult abuse, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigation Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives there.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

Bedford Park Police Department

Bedford Park PD Policy Manual

Adult Abuse

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Investigation Division supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

314.10.1 RECORDS DIVISION RESPONSIBILITIES

The Records Division is responsible for:

- (a) Providing a copy of the adult abuse report to the Department on Aging or the designated social services agency as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Management and Release Policy (320 ILCS 20/8).

314.10.3 SUMMARY REPORTS OF DEATH INVESTIGATIONS

This department will provide, upon request, a summary of actions taken in response to a reported death of an eligible adult to a public or nonprofit agency that has been approved by the Department on Aging to receive and assess such reports (320 ILCS 20/3).

314.11 TRAINING

This department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

Discriminatory Harassment

315.1 PURPOSE AND SCOPE

This policy is intended to prevent department members from being subjected to discrimination or sexual harassment.

315.2 POLICY

The Bedford Park Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against members in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DISCRIMINATION PROHIBITED

315.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation, pregnancy and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures; pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to the department's commitment to a discrimination free work environment.

315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

Bedford Park Police Department

Bedford Park PD Policy Manual

Discriminatory Harassment

315.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Illinois Department of Human Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with Village or departmental rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Chief of Police or the Mayor.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violation of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

Bedford Park Police Department

Bedford Park PD Policy Manual

Discriminatory Harassment

315.4.1 SUPERVISOR RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including sexual harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure their subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Chief of Police in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

315.4.2 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination or harassment shall be fully documented, and promptly and

Bedford Park Police Department

Bedford Park PD Policy Manual

Discriminatory Harassment

thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

315.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police or the Mayor.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

315.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

Bedford Park Police Department

Bedford Park PD Policy Manual

Discriminatory Harassment

- Approved by the Chief of Police or the Mayor if more appropriate.
- Maintained for the period established in the department's records retention schedule.

315.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her affiliation with the Bedford Park Police Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

315.8.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, manager, the Chief of Police, or the Mayor for further information, direction or clarification.

315.8.2 NOTICE

A notice of member rights under the Illinois Human Rights Act summarizing the requirements of the Act and information pertaining to the filing of a charge, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations, shall be posted in a conspicuous location at the Bedford Park Police Department or in an employee handbook (775 ILCS 5/2-102(K)(1)).

Child Abuse

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Bedford Park Police Department members are required to notify the Illinois Department of Children and Family Services (DCFS) of suspected child abuse.

316.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (325 ILCS 5/3).

316.2 POLICY

The Bedford Park Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

316.3 MANDATORY NOTIFICATION

Members of the Bedford Park Police Department shall notify DCFS when they have reasonable cause to believe a child known to them in their official capacity was abused by a parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent. Members must also report any case of a neglected child (325 ILCS 5/4; 325 ILCS 5/3).

For purposes of notification, abuse includes physical injuries, risk of physical injuries, sex offenses, torture, excessive corporal punishment, female genital mutilation, etc. Neglect includes failure to provide necessary nourishment or medical care or blatant disregard of parent or caretaker responsibilities. Full definitions of abuse and neglect are provided in 325 ILCS 5/3.

316.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (325 ILCS 5/7):

- (a) All notifications of suspected child abuse or neglect shall be made immediately, either to DCFS on the statewide, toll-free telephone number, in person or by telephone through the nearest DCFS office (325 ILCS 5/7.6; 89 Ill. Adm. Code 300.30).
- (b) Notification, when possible, shall include:
 - 1. The name and address of the child and his/her parents or other persons having custody.

Child Abuse

2. The child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities.
 3. Any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
- (c) A member who suspects that a child has died as a result of child abuse or neglect shall also immediately report his/her suspicion to the appropriate Medical Examiner (325 ILCS 5/4.1).

316.4 QUALIFIED INVESTIGATORS

See attachment: [2016 Directory of IL Healthcare Providers for Child Abuse and Neglect.pdf](#)

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

316.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

Bedford Park Police Department

Bedford Park PD Policy Manual

Child Abuse

- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Other investigative steps taken in compliance with any applicable county Child Advocacy Advisory Board protocol the Bedford Park Police Department follows (55 ILCS 80/3).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

316.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (325 ILCS 5/5):

- (a) A court has ordered the removal of the child.
- (b) A court has not ordered the removal of the child but there is reason to believe the child cannot be cared for at home or in the custody of the person responsible for the child's

Bedford Park Police Department

Bedford Park PD Policy Manual

Child Abuse

welfare without endangering the child's health or safety, and there is no time to apply for a court order for temporary custody of the child.

316.6.1 PROCEDURE

A department member taking a child into temporary protective custody shall immediately (325 ILCS 5/5):

- (a) Make every reasonable effort to notify the person responsible for the child's welfare.
- (b) Notify DCFS.

See the Abandoned Newborn Infant Protection Policy for guidance regarding the Newborn Infant Protection Act (325 ILCS 2/10 et seq.).

316.7 INTERVIEWS

316.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

316.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

316.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

Child Abuse

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

316.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

316.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Division Supervisor should:

- (a) Work with professionals from the appropriate agencies, including DCFS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigation Division Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

316.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Investigation Division Supervisor so an interagency response can begin.

316.10 STATE MANDATES AND OTHER RELEVANT LAWS

Illinois requires or permits the following:

316.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (325 ILCS 5/11).

Child Abuse

316.10.2 CHILD ADVOCACY ADVISORY BOARD PROTOCOL

This department has adopted the Illinois Child Advocacy Advisory Board's protocol governing the investigation of child maltreatment including sexual abuse, physical abuse, exploitation and neglect of a child.

All investigations and interviews conducted by this department shall comply with this protocol, with the procedures to be used in investigating and prosecuting cases arising from alleged child maltreatment and in coordinating treatment referrals for the child and his/her family (55 ILCS 80/3).

316.10.3 ACKNOWLEDGEMENT OF REPORTING RESPONSIBILITY

The Administration supervisor shall ensure that members of this department who are directly involved in the enforcement of the law sign statements acknowledging that they are mandated to notify DCFS of suspected child abuse and neglect. The statement shall be on a form prescribed by DCFS. It shall be signed before beginning employment and shall be retained by this agency as a permanent part of the personnel record (325 ILCS 5/4).

316.10.4 ASSISTANCE TO CHILD PROTECTIVE SERVICES INVESTIGATORS

Upon receiving a request for assistance from a child protective services investigator involving an investigation of a high-risk report of child abuse or neglect officers should determine the reason for the request. If the protective services investigator reasonably believes that the persons being investigated has a potential for violence, officers should accompany him/her. However, if resources are limited or unavailable, officers should notify the Shift Commander to arrange for the assistance to occur at a mutually agreeable time (325 ILCS 5/7.2).

316.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

Missing Persons

317.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

317.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk missing person - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include but are not limited to any of the following (50 ILCS 722/10(a)(1)):

- (a) The person is missing as a result of a stranger abduction.
- (b) The person is missing under suspicious circumstances.
- (c) The person is missing under unknown circumstances.
- (d) The person is missing under known dangerous circumstances.
- (e) The person is missing more than 30 days.
- (f) The person has already been designated as a high-risk missing person by another law enforcement agency.
- (g) There is evidence that the person is at risk because:
 - 1. The person is in need of medical attention, including persons with dementia-like symptoms, or in need of prescription medication.
 - 2. The person does not have a pattern of running away or disappearing.
 - 3. The person may have been abducted by a non-custodial parent.
 - 4. The person is mentally impaired, or is developmentally or intellectually disabled.
 - 5. The person is under the age of 21.
 - 6. The person has been the subject of past threats or acts of violence.
 - 7. The person has eloped from a nursing home.
 - 8. The person is a veteran, active duty, or reserve member of the United States Armed Forces or National Guard, and is believed to have a physical or mental health condition related to his/her service.
- (h) Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person under the age of 18, reported to the Department as abducted, lost or a runaway, whose identity is entered into the Law Enforcement Agencies Data System (LEADS) (325 ILCS 55/1(c)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and LEADS (20 Ill. Adm. Code 1291.40).

317.2 POLICY

The Bedford Park Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Bedford Park Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

317.3 REQUIRED FORMS AND DNA COLLECTION KITS

See attachment: [317 - MISSING PERSON REPORT.pdf](#)

See attachment: [317 - MISSING PERSON SCHOOL NOTIFICATION.pdf](#)

See attachment: [MEDICAL RECORDS RELEASE.pdf](#)

See attachment: [317 - MISSING PERSON INVESTIGATION CHECKLIST.pdf](#)

See attachment: [317 - MISSING PERSON CHILD CHECKLIST.pdf](#)

See attachment: [317 - MISSING PERSON CHECKLIST AUTISM.pdf](#)

See attachment: [317_AttorneyGeneralMissingChildInformation.pdf.url](#)

The Investigation Division supervisor shall ensure the following forms and kits are developed and available:

- Missing Person Report Form (50 ILCS 722/5(c))
- Missing Person Investigation Checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing Person School Notification Form
- Medical Records Release Form
- DNA collection kits

317.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (50 ILCS 722/5(a)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

317.4.1 REPORTS OF MISSING CHILDREN

Any member taking a report of a missing person under the age of 18 shall provide the reporting party with the following information (325 ILCS 40/7.2):

- (a) The 24-hour toll-free telephone numbers for:
 - 1. The National Center for Missing and Exploited Children® (NCMEC).
 - 2. The National Runaway Safeline.
- (b) A description of the services provided to families of missing children by NCMEC and the National Runaway Safeline.

317.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be a high-risk missing person.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either high-risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast an alert if the person is under 18 years of age or there is evidence that the missing person is high-risk. If the missing person is under 18, the alert should be broadcast immediately or as soon as practicable, but in no event more than one hour after determining the missing person may be high-risk (325 ILCS 40/7).
- (e) Ensure that entries are made into the appropriate missing person networks, as follows:
 - 1. Immediately when the missing person is high-risk.
 - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided DNA sample of the missing person, if available (e.g., toothbrush, hairbrush). Any DNA samples obtained shall immediately be forwarded to the Illinois State Police for analysis (50 ILCS 722/5(d)(3)).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (j) If the missing person is a child, immediately contact the State Missing Persons Clearinghouse (325 ILCS 40/7(b)).
- (k) In the event that a missing child is not found during the shift in which the report was made, information regarding the missing child shall be disseminated to all sworn officers in the Department (325 ILCS 40/7(b)).

317.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

317.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 - 1. The reports should be promptly sent to the Records Division.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

317.6.2 RECORDS DIVISION RESPONSIBILITIES

The responsibilities of the Records Division member shall include but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen.

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Investigation Division.
- (e) Coordinating with the NCIC Terminal Contractor for Illinois to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

317.7 INVESTIGATION DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.
 - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
- (c) Shall attempt to obtain, if not previously received, the following (50 ILCS 722/5(d)):
 - 1. DNA samples from family members or from the missing person along with any needed documentation, or both, including any consent forms, required for the use of state or federal DNA databases, including but not limited to the Local DNA Index System (LDIS), State DNA Index System (SDIS), and National DNA Index System (NDIS).
 - 2. An authorization to release dental or skeletal X-rays of the missing person.
 - 3. Any additional photographs of the missing person that may aid with the investigation or an identification and enter the photograph into applicable missing person networks (34 USC § 41308). No written authorization to publicly release any photograph that would aid in the investigation or identification of the missing person is required.
 - (a) If the missing person is under 18 years of age, the photographs should be forwarded to the Illinois State Police and LEADS.
 - 4. Dental information and X-rays.
 - 5. Fingerprints.
- (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

- (e) Shall verify and update LEADS, the NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (g) Shall maintain a close liaison with state and local child welfare systems and NCMEC if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (h) Should make appropriate inquiry with the Medical Examiner.
- (i) Should obtain and forward medical and dental records.
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (k) Shall immediately begin an investigation and notify the Illinois State Police if information is received that a request for the birth certificate, school record, or any other information concerning a missing child has been made (325 ILCS 55/6).
- (l) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

317.7.1 NOTIFICATION TO REPORTING PERSON

The investigator shall notify the person making the report, a family member or other person in a position to assist the Department in its efforts to locate the missing person of the following (50 ILCS 722/5(d)(1)):

- (a) General information about the handling of the missing person case or about intended efforts in the case to the extent that the disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.
- (b) That the person should promptly contact the Bedford Park Police Department if the missing person remains missing in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information and cellular telephone records.
- (c) That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
- (d) That, dependent upon the missing person's age, the NCMEC and the National Center for Missing Adults may be contacted.

317.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

The Records Manager shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Illinois State Police.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a missing person is high-risk, the fact that the person has been found shall be reported within 24 hours to the Illinois State Police.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

317.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

317.9 CASE CLOSURE

The Investigation Division supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Village of Bedford Park or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

317.10 TRAINING

Subject to available resources, the Training Officer should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
 - 1. Assessments and interviews

Bedford Park Police Department

Bedford Park PD Policy Manual

Missing Persons

2. Use of current resources, such as Mobile Audio/Video (MAV)
 3. Confirming missing status and custody status of minors
 4. Evaluating the need for a heightened response
 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of department members at the scene.
 - (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile, catastrophe).
 - (d) Verifying the accuracy of all descriptive information.
 - (e) Initiating a neighborhood investigation.
 - (f) Investigating any relevant recent family dynamics.
 - (g) Addressing conflicting information.
 - (h) Key investigative and coordination steps.
 - (i) Managing a missing person case.
 - (j) Additional resources and specialized services.
 - (k) Update procedures for case information and descriptions.
 - (l) Preserving scenes.
 - (m) Internet and technology issues (e.g., internet use, cell phone use).
 - (n) Media relations.

Public Alerts

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

318.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

318.3 RESPONSIBILITIES

318.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Bedford Park Police Department should notify their supervisor, Shift Commander or Investigation Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

318.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Chief of Police

318.4 AMBER ALERTS

The AMBER Alert Notification Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

318.4.1 CRITERIA

An AMBER Alert should only be implemented when all of the following criteria are met (20 Ill. Adm. Code 1292.30):

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Alerts

- (a) A confirmed abduction.
- (b) The child must be under the age of 16 or have a proven mental or physical disability.
- (c) The agency has a belief the child is in danger of serious bodily harm or death.
- (d) There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

318.4.2 PROCEDURE

In the event a confirmed child abduction meeting the Illinois AMBER Alert criteria has occurred the following procedures designed to alert the media shall be followed:

- (a) Notify the nearest ISP district or call the Illinois State Police Communication Center (SCC) (217) 786-6677, or fax the AMBER Fax Packet (217) 786-7191.
- (b) Include detailed information which could be helpful to the public in identifying the child.
- (c) Designate a department contact for the ISP SCC (include a name and telephone number).
- (d) Designate a secondary number (PIO) for media contacts.
- (e) Follow department policy regarding the actual investigation process involving any abducted/kidnapped child incident which takes place within this department's jurisdiction.
- (f) Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the ISP district of occurrence).
- (g) If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the ISP Clearinghouse for Missing and Exploited Children Manager (missing@isp.state.il.us).
- (h) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
 - 1. Federal Bureau of Investigation (FBI Local Office).
 - 2. Prompt entry of information into the Missing Person System (LEADS/NCIC).
 - 3. National Center for Missing and Exploited Children (800) 843-5678.
- (i) The Investigation Division investigator or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.
- (j) The Investigation Division investigator or other individual responsible for making notifications shall, immediately upon locating the abducted child, ensure that updated

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Alerts

releases to all previous distributions are sent notifying of the recovery and cancellation of the missing alerts.

318.5 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Persons Advisory is a voluntary partnership between law enforcement and local media to notify the public about a missing and endangered person.

318.5.1 CRITERIA

The advisory is initiated by the department utilizing the criteria established in the definitions section of the Missing Persons Policy (50 ILCS 722/10).

318.5.2 PROCEDURE

Upon receipt of a missing person report and using the above criteria, the Investigation Division investigator or other individual assigned to the investigation shall promptly determine if there is a basis to classify the missing person as high-risk and endangered and, following approval by a supervisor:

- (a) Immediately enter the missing person information, including any vehicle information, into the LEADS and the NCIC databases.
- (b) Complete the Endangered Missing Person Advisory form available on the Amber Alert Task Force website (www.amberillinois.com) and fax the completed form to the Illinois State Police district of occurrence.
- (c) If appropriate, coordinate an ISPERN message through the Illinois State Police District of occurrence.
- (d) Upload DNA profiles as determined by the State Police into the State DNA Index System and the National DNA Index System.
- (e) Submit relevant information to the FBI Violent Criminal Apprehension Program (ViCAP).
- (f) Notify department employees to be on the lookout for the high-risk missing person and/or suspected abductor.
- (g) Follow department policy regarding missing persons reporting and documentation, required notifications, conduct of the investigation and follow up investigation.
- (h) Immediately upon locating a missing high-risk individual, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing advisory.

318.6 CRIMES AGAINST POLICE OFFICERS ADVISORY

The Crimes Against Police Officers Advisory provides a regional system for the rapid dissemination of information regarding a person who is suspected of committing or attempting to commit certain crimes against a peace officer (20 ILCS 2605/2605-600).

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Alerts

318.6.1 CRITERIA

A Crimes Against Police Officers Advisory may be initiated under the following circumstances (20 ILCS 2605/2605-600):

- (a) The Department believes that a suspect has committed one or more of the following offenses against a peace officer:
 - 1. First degree murder
 - 2. Second degree murder
 - 3. Involuntary manslaughter
 - 4. Reckless homicide
 - 5. Concealment of a homicidal death
- (b) The Department believes that the suspect may be a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

318.6.2 PROCEDURE

The Illinois Department of State Police will be contacted with a request to initiate a Crimes Against Police Officers Advisory (20 ILCS 2605/2605-600).

Victim and Witness Assistance

319.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

319.2 POLICY

The Bedford Park Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Bedford Park Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

319.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Bedford Park Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

319.3.1 SPECIFIC DUTIES

The crime victim liaison or the authorized designee shall ensure the Department (725 ILCS 120/4.5; 725 ILCS 120/7):

- (a) Responds to victim requests regarding the status of investigations, as authorized.
- (b) Notifies victims when an investigation is reopened, as appropriate.
- (c) Maintains the confidentiality of victim and witness contact information.
- (d) Upon request, provides a victim with a free copy of any related report within 5 business days of the request (725 ILCS 120/4).
- (e) Provides the Illinois Attorney General's office with a police report (redacted as necessary) within 15 days of receipt of a written request needed for a crime victim's compensation application (740 ILCS 45/4.2).

319.4 CRIME VICTIMS

Officers shall provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

Bedford Park Police Department

Bedford Park PD Policy Manual

Victim and Witness Assistance

319.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Officers who are not able to provide a victim with victim information handouts shall ensure that the forms are provided to the victims within 48 hours of the initial contact.

Officers shall also provide a victim with an acknowledgement form for the victim to sign and date to verify receipt of the information, as required by 725 ILCS 120/4.

319.4.2 VICTIMS OF SEXUAL ASSAULT

At the time of first contact with the victim of a sexual assault, officers shall provide him/her with the appropriate victim information handouts, offer to arrange transportation to a hospital for treatment or evidence collection, and offer to arrange transportation to apply for an emergency civil no contact order or order of protection. If the sexual assault report is taken through a third-party representative, that representative shall be given the handouts and asked to deliver them to the victim (725 ILCS 203/25).

Officers shall also provide the appropriate handout to a victim of a sexual assault who has undergone a forensic examination at a hospital but who has not yet consented to release the evidence for testing (725 ILCS 203/30).

319.5 VICTIM INFORMATION

The Chief of Police shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims including domestic violence and sexual assault victims.
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
- (d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (e) A clear explanation of relevant court orders and how they can be obtained.
- (f) Information regarding available compensation for qualifying victims of crime.
- (g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (h) Notice regarding U-Visa and T-Visa application processes.
- (i) Resources available for victims of identity theft.
- (j) A place for the officer's name, badge number and any applicable case or incident number.

Bedford Park Police Department

Bedford Park PD Policy Manual

Victim and Witness Assistance

- (k) A written statement from the Illinois Attorney General about crime victim compensation and an explanation of victim's rights as required by 725 ILCS 120/4 and 725 ILCS 120/4.5, which includes the rights afforded victims under Article I, Section 8.1(a) of the Illinois Constitution.
- (l) Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.
- (m) Specific contact information for the Illinois Attorney General's Office regarding compensation and victim assistance resources.
- (n) Information regarding the Illinois Automated Victim Notification system, including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and register for automatic notification when a person is released from jail.
- (o) Information regarding the Gang Crime Witness Protection Program Fund (725 ILCS 173/10).
- (p) Information and state forms for sexual assault victims prepared by the Illinois Attorney General (725 ILCS 203/25).
- (q) Information for those sexual assault victims who have undergone a forensic examination at a hospital but who have not yet consented to release the evidence for testing as provided by 725 ILCS 203/30.

319.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

319.7 WITNESS INFORMATION

The Chief of Police shall ensure that witness information handouts are available and current. Handouts should include information regarding:

- (a) The Gang Crime Witness Protection Program Fund (725 ILCS 173/10).
- (b) Witness rights, which include (725 ILCS 120/5):
 - 1. Notification of all court dates where the witness will be required.
 - 2. Access to employer intercession services.
 - 3. Availability of a secure waiting area during trial.
 - 4. Availability of translation or sign language services as necessary.

Bedford Park Police Department

Bedford Park PD Policy Manual

Victim and Witness Assistance

5. The right to submit a written request to receive notice of post-conviction relief sought, discharge information involving the accused, notification of any escape, parole or other supervised release.

Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation or escape.

Hate Crimes

320.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

320.2 DEFINITIONS

Definitions related to this policy include:

Hate crime - A specified offense, as defined in 720 ILCS 5/12-7.1, motivated by prejudice based on the actual or perceived race, color, creed, religion, ancestry, national origin, gender, sexual orientation, gender identity, national origin or disability of the victim.

320.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for potential hate crimes by among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Accessing assistance by community and victim groups when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.

320.4 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practical.
- (c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.
- (d) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
- (e) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation.

Bedford Park Police Department

Bedford Park PD Policy Manual

Hate Crimes

- (f) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift.
- (g) The assigned officer(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes. Such brochures will also be available to members of the general public upon request. The assigned officer(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.
- (h) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the State's Attorney or Village Attorney).

320.4.1 INVESTIGATION DIVISION RESPONSIBILITY

If a case is assigned to the Investigation Division, the assigned detective will be responsible for following up on the reported hate crime as follows:

- (a) Coordinate further investigation with the State's Attorney and other appropriate law enforcement agencies, as appropriate. Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on the circumstances (18 USC § 245).
- (b) Maintain contact with the victim and other involved individuals as needed.
- (c) Ensure that the Records Manager is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

320.5 TRAINING

All members of this department will receive ILETSB approved training on hate crimes as provided by 20 ILCS 2605/2605-390(b).

Standards of Conduct

321.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Bedford Park Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

321.2 POLICY

The continued employment or appointment of every member of the Bedford Park Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

321.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

321.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

Standards of Conduct

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

321.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

321.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Illinois Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

321.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

321.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or Village manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

Bedford Park Police Department

Bedford Park PD Policy Manual

Standards of Conduct

321.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Bedford Park Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

321.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

321.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

Bedford Park Police Department

Bedford Park PD Policy Manual

Standards of Conduct

321.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without a reasonable excuse.

321.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing active or protected investigation information to any unauthorized person.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

321.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers.
- (f) Failure to notify the Chief of Police of changes relevant to personal information (e.g., information associated with benefits determination) in a timely fashion.

Bedford Park Police Department

Bedford Park PD Policy Manual

Standards of Conduct

321.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by Village policy, the collective bargaining agreement, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by Village policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

321.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

Bedford Park Police Department

Bedford Park PD Policy Manual

Standards of Conduct

enforcement agency or that may result in criminal prosecution or discipline under this policy.

- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the Village.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

321.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

Bedford Park Police Department

Bedford Park PD Policy Manual

Standards of Conduct

- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic crash.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

321.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance or driving.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Information Technology Use

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

322.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Bedford Park Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

322.2 POLICY

It is the policy of the Bedford Park Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

322.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

Bedford Park Police Department

Bedford Park PD Policy Manual

Information Technology Use

The Department shall not request, require or coerce a member to provide a username, password or other related account information, or require or coerce a member to invite other members to join a group affiliated with any personal account of the member or to join a member's list of contacts in order to gain access to the member's account or profile on a personal online account (820 ILCS 55/10).

322.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

322.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or Village-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

322.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Bedford Park Police Department

Bedford Park PD Policy Manual

Information Technology Use

322.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

322.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

322.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by IT staff and shall be changed at intervals as directed by IT staff.

It is prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

322.6 INSPECTION OR REVIEW

A supervisor or the authorized IT staff designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department

Bedford Park Police Department

Bedford Park PD Policy Manual

Information Technology Use

involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Report Preparation

323.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

323.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

323.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

323.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Incidents to be documented in a written report include:

- (a) All arrests
- (b) All felony crimes
- (c) Non-felony incidents involving crimes against persons, threats or stalking behavior
- (d) Situations covered by separate policy (see the corresponding policy for guidance). These situations include:
 - 1. Use of Force
 - 2. Domestic Violence

Report Preparation

3. Child Abuse
4. Adult Abuse
5. Hate Crimes
6. Suspicious Activity Reports

- (e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., CAD log).

323.2.2 NON-CRIMINAL ACTIVITY

Incidents that shall be documented using the appropriate approved report include:

- (a) Anytime an officer points a firearm at any person.
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy).
- (c) Any firearm discharge (see the Firearms Policy).
- (d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons policy).
- (e) Any found property or evidence.
- (f) Any traffic crashes above the minimum reporting level (see the Traffic Crash Reporting Policy).
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (h) All protective custody detentions.
- (i) Suspicious incidents that may place the public or others at risk.
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

323.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.

Report Preparation

- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

323.2.4 INJURY OR DAMAGE BY VILLAGE PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a Village employee. Additionally, reports shall be taken involving damage to Village property or Village equipment.

323.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) Attempted suicide.
- (c) The injury is major/serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

323.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

323.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

323.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

323.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should notify the reporting officer stating the reasons for rejection. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

Report Preparation

323.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Division for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Division may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

323.6 ELECTRONIC SIGNATURES

The Bedford Park Police Department has established an electronic signature procedure for use by all employees of the Bedford Park Police Department. The Department I.T. Officer shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Electronic records containing electronic signatures will be retained in the format in which they were originally generated, sent, or received or in a format that can be demonstrated to represent accurately the information originally generated, sent or received (5 ILCS 175/5-135(a)(2)).

Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Shift Commanders may prepare and release information to the media in accordance with this policy and the applicable law.

324.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

324.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Chief of Police or other designated spokesperson.

Bedford Park Police Department

Bedford Park PD Policy Manual

Media Relations

2. Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the shift supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for TFR should be routed through the Shift Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).
- (c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee.
- (d) Media interviews with individuals who are in custody shall not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Chief of Police.

324.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

324.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Records Department. This log will generally contain the following information:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

Bedford Park Police Department

Bedford Park PD Policy Manual

Media Relations

- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Shift Commander. Such requests will generally be processed in accordance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.).

324.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized member dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release and Peace Officer Personnel Files policies) (5 ILCS 140). When in doubt, authorized and available legal counsel should be obtained.

Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Bedford Park Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Bedford Park Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Service of a subpoena shall not be accepted unless witness fees are tendered as allowed by law (705 ILCS 35/4.3).

325.3.1 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.3.1 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by any current collective bargaining agreement or Village personnel rules.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the Village Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the Village or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

Bedford Park Police Department

Bedford Park PD Policy Manual

Subpoenas and Court Appearances

- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Bedford Park Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Bedford Park Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the department uniform or business attire.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with any current collective bargaining agreement or Village personnel rules.

Outside Agency Assistance

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

326.2 POLICY

It is the policy of the Bedford Park Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

326.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Shift Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

326.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Bedford Park Police Department shall notify his/her supervisor or the Shift Commander and Dispatch as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

326.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

Bedford Park Police Department

Bedford Park PD Policy Manual

Outside Agency Assistance

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

326.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Commander.

326.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Chief of Police or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Dispatch and the Shift Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Officer should maintain documentation that the appropriate members have received the required training.

Registered Offender Information

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Bedford Park Police Department will address issues associated with certain offenders residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

327.2 POLICY

It is the policy of the Bedford Park Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION

The Investigation Division Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Illinois State Police (ISP) (730 ILCS 150/8; 730 ILCS 154/45).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

327.4 CONTENTS OF REGISTRATION

The Investigation Division Supervisor shall assign a detective to reasonably accommodate registration. The assigned detective will (730 ILCS 150/3; 730 ILCS 150/8; 730 ILCS 154/45):

- (a) Obtain proof of identity and residency.
- (b) Conduct a criminal history check.
- (c) Utilize the appropriate ISP Offender Registration Form to process registration and obtain the offender's signature on the completed form.
- (d) Photograph and fingerprint the individual.
- (e) Provide the offender with a registration receipt.
- (f) Enter registration information into Law Enforcement Agencies Database System (LEADS).

Registered Offender Information

327.5 MONITORING OF REGISTERED OFFENDERS

The Investigation Division Supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.
- (b) Review of information on the ISP website.
- (c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the assigned Investigation Division detective.

The Investigation Division Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Bedford Park Police Department personnel, including timely updates regarding new or relocated registrants.

327.6 DISSEMINATION OF OFFENDER INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the [Illinois Sex Offender Information website](#) or the Bedford Park Police Department's website.

The Records Manager shall release local registered offender information to residents in accordance with applicable state law and in compliance with a Freedom of Information Act request (730 ILCS 152/120; 730 ILCS 154/95).

327.6.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

Bedford Park Police Department

Bedford Park PD Policy Manual

Registered Offender Information

327.6.2 MANDATORY OFFENDER INFORMATION DISSEMINATION

Information on registered offenders shall be posted at department headquarters (730 ILCS 152/120; 730 ILCS 154/95) and must be made available for public inspection to any person, no later than 72 hours or three business days from the date of a request (730 ILCS 152/120/ 730 ILCS 154/95).

Upon registration of a juvenile sex offender who is also enrolled in school, the department shall provide a copy of the sex offender registration form only to the principal or chief administrative officer of the school and any guidance counselor designated by the chief administrative officer (730 ILCS 152/121).

327.6.3 OFFENDER INFORMATION AVAILABLE VIA THE INTERNET

Information that may be posted on the department's website regarding registered offenders includes (730 ILCS 152/120; 730 ILCS 154/95):

- (a) The offender's name, address and date of birth.
- (b) The offense for which the offender was convicted.
- (c) The offender's photograph or other such information that will help identify the sex offender or violent offender against youth.
- (d) Offender employment information.
- (e) For sex offenders, the following additional information may be posted on the department's website: adjudication as a sexually dangerous person, e-mail addresses, instant messaging identities, chat room identities and other Internet communications identities, all Uniform Resource Locators (URLs) registered or used by the sex offender, and all blogs and other Internet sites maintained by the sex offender or to which the sex offender has uploaded any content or posted any messages or information.

Major Incident Notification

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

328.2 POLICY

The Bedford Park Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

328.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see the Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Village of Bedford Park official
- Arrest of Department employee or prominent Village of Bedford Park official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

328.4 SHIFT COMMANDER RESPONSIBILITY

The Shift Commander is responsible for making the appropriate notifications. The Shift Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Shift Commander shall attempt to make the notifications as soon as practical.

328.4.1 STAFF NOTIFICATION

In the event an incident occurs as described in the Minimum Criteria for Notification section of this policy, the Chief of Police shall be notified along with the Deputy Chief of Police and the Investigation Supervisor if that division is affected.

Bedford Park Police Department

Bedford Park PD Policy Manual

Major Incident Notification

328.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond, the Investigations Supervisor shall be contacted who will then contact the appropriate detective.

328.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Shift Commander shall be notified who will then contact the appropriate accident investigator.

328.4.4 CHIEF OF POLICE (PIO)

The Chief of Police shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

Death Investigation

329.1 PURPOSE AND SCOPE

The investigation of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

329.2 INVESTIGATION CONSIDERATIONS

Death investigations require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., when the subject has been decapitated or the body is decomposed). Officers are not authorized to pronounce death. A supervisor shall be notified in all death investigations. The Medical Examiner should be notified in all deaths and shall be notified under those conditions listed below in this policy.

The responsible supervisor should determine whether follow-up investigation is required and ensure that a lead investigator is assigned when appropriate.

Only officers who have successfully completed the Illinois Law Enforcement Training and Standards Board (ILETSB) program in death and homicide investigations, or who have been granted a waiver by the board, shall be assigned as lead investigator on any death or homicide investigation (50 ILCS 705/10.11).

329.2.1 MEDICAL EXAMINER REQUEST

Every Medical Examiner has the responsibility to investigate the following as soon as he knows or is informed that the dead body of any person is found, or lying within his/her county, whose death is suspected of being (55 ILCS 5/3-3013):

- (a) A sudden or violent death, whether apparently suicidal, homicidal or accidental.
- (b) A maternal or fetal death due to abortion, or any death due to a sex crime or a crime against nature.
- (c) A death where the circumstances are suspicious, obscure, mysterious or otherwise unexplained or where, in the written opinion of the attending physician, the cause of death is not determined.
- (d) A death where addiction to alcohol or to any drug may have been a contributory cause.
- (e) A death where the decedent was not attended by a licensed physician.

The body shall not be disturbed or moved from the position or place of death without permission of the Medical Examiner.

329.2.2 SEARCHING DEAD BODIES

The Medical Examiner or Deputy Medical Examiner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in 55 ILCS 5/3-3013.

Bedford Park Police Department

Bedford Park PD Policy Manual

Death Investigation

The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card. If such a donor card is located, the Medical Examiner or Deputy Medical Examiner shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Medical Examiner or Deputy Medical Examiner; the investigating officer shall first obtain verbal consent from the Medical Examiner or Deputy Medical Examiner (55 ILCS 5/3-3019).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Medical Examiner. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Deputy Medical Examiner, a receipt shall be obtained. This receipt shall be attached to the death report.

329.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Medical Examiner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner or Medical Examiner may be requested to make the notification. The Medical Examiner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

329.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Medical Examiner arrives, the Medical Examiner's office will issue a "John Doe" or "Jane Doe" number for the report.

It is the responsibility of the officer or the assigned investigator to send or cause to be sent a L.E.A.D.S. message to all departments as soon as possible. The message will include:

- (a) a complete and accurate description of the unidentified deceased person (ie., physical attributes, clothing)
- (b) the location where the body was found
- (c) any other information which will be of aid in the identification of the deceased

After the L.E.A.D.S. message has been transmitted, the officer preparing the case report will record the L.E.A.D.S. message number in the narrative portion of the report.

329.2.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the appropriate form.

329.2.6 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Investigations Division shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation.

Death Investigation

329.3 SPECIMEN SUBMISSION

As soon as possible, but no later than 30 days after receipt of any blood, buccal or tissue specimen from the Medical Examiner, the Investigation Supervisor shall ensure the specimen and department case number is submitted to an approved National DNA Index System (NDIS) participating laboratory within this state for analysis and categorizing into genetic marker groupings and that the results are submitted to the Illinois State Police (55 ILCS 5/3-3013).

329.4 UNUSED MEDICATIONS

If an officer collects any unused prescription medication at the scene of a death investigation, the officer shall (210 ILCS 150/18(g)):

- (a) Document the number or amount of medication to be disposed of.
- (b) If the medication is collected as evidence, photograph the unused medication and its container or packaging, if available, and include the photograph and documentation with the report.

Identity Theft

330.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

330.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this department (720 ILCS 5/16-35). For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:
 - 1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.
- (b) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (c) Officers should also document all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus and U.S. Postal Service with all known report numbers).
- (d) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

330.3 VICTIM ASSISTANCE

- (a) Officers should refer all victims of identity theft to the Attorney General's Identity Theft Resource Guide which can be found on the Illinois Attorney General's website at: (<http://www.illinoisattorneygeneral.gov>).
- (b) In a case where another person has been arrested, cited or charged in the victim's name, where a criminal complaint was filed against a perpetrator in the victim's name or where the victim's name has been mistakenly associated with a criminal conviction, the reporting officer should inform the victim of identity theft of his/her right to obtain an expedited judicial determination of factual innocence (720 ILCS 5/16-35(b)).

Communications with Persons with Disabilities

331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

331.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters shall have a valid Illinois license to practice interpreting for the deaf (225 ILCS 443/15), unless they are exempt under 225 ILCS 443/25.

331.2 POLICY

It is the policy of the Bedford Park Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

331.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Chief of Police or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

- (a) Working with the Village ADA coordinator regarding the Bedford Park Police Department's efforts to ensure equal access to services, programs and activities.
- (b) Developing reports, new procedures, or recommending modifications to this policy.

Bedford Park Police Department

Bedford Park PD Policy Manual

Communications with Persons with Disabilities

- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.
- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Commander and Dispatch Supervisor. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

331.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

Communications with Persons with Disabilities

331.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Bedford Park Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

331.6 TYPES OF ASSISTANCE AVAILABLE

Bedford Park Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Bedford Park Police Department

Bedford Park PD Policy Manual

Communications with Persons with Disabilities

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

331.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

331.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

331.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Bedford Park Police Department

Bedford Park PD Policy Manual

Communications with Persons with Disabilities

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

331.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

331.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

331.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

Bedford Park Police Department

Bedford Park PD Policy Manual

Communications with Persons with Disabilities

331.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

331.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

331.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual

Bedford Park Police Department

Bedford Park PD Policy Manual

Communications with Persons with Disabilities

has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

331.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

331.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

331.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

Communications with Persons with Disabilities

331.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

The Training Officer shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Officer shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

331.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

- (a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
- (b) ASL syntax and accepted abbreviations.
- (c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
- (d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Dispatch members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

Public Safety Video Surveillance System

332.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

332.2 POLICY

The Bedford Park Police Department may operate a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the Village to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist Village officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

332.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

332.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected Village divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Safety Video Surveillance System

- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Commander or trained Dispatch personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by anyone other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

332.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

332.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

332.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

332.4.1 VIDEO LOG

[See attachment: 332 - PUBLIC SAFETY VIDEO SURVEILLANCE LOG.pdf](#)

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Safety Video Surveillance System

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

332.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

332.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

332.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

332.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Bedford Park Police Department.

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Safety Video Surveillance System

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

332.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

332.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

Child and Dependent Adult Safety

333.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

333.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Bedford Park Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

333.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, the officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

The officer shall assist the arrestee in the placement of the children or dependent adult with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he/she shall report it immediately to the Department of Children and Family Services (725 ILCS 5/107-2(2)).

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Child and Dependent Adult Safety

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

333.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the Illinois Department of Children and Family Services, if appropriate.
- (e) Notify the field supervisor or Shift Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

Bedford Park Police Department

Bedford Park PD Policy Manual

Child and Dependent Adult Safety

333.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

333.3.3 REPORTING

- (a) For all arrests where children are present or living in the household where the arrest was made, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Special needs (e.g., medical, mental health)
 - 5. How, where and with whom or which agency the child was placed
 - 6. Identities and contact information for other potential caregivers
 - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Whether he/she reasonably appears able to care for him/herself
 - 5. Disposition or placement information if he/she is unable to care for him/herself

333.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

333.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Bedford Park Police Department

Bedford Park PD Policy Manual

Child and Dependent Adult Safety

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

333.5 TRAINING

The Training Officer is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Service Animals

334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

334.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, the horse is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i); 720 ILCS 5/48-8).

Service animal also includes any animal that is trained in obedience and task skills to meet the needs of a person with a disability or that is trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental or intellectual disability (510 ILCS 70/2.01c; 720 ILCS 5/48-8).

334.2 POLICY

It is the policy of the Bedford Park Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

334.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.

Bedford Park Police Department

Bedford Park PD Policy Manual

Service Animals

- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or to follow daily routines.

334.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed (720 ILCS 5/48-8; 775 ILCS 30/3). Department members are expected to treat individuals with service animals with the same courtesy and respect that the Bedford Park Police Department affords to all members of the public (28 CFR 35.136).

334.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

334.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

334.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to

Bedford Park Police Department

Bedford Park PD Policy Manual

Service Animals

an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

334.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Abandoned Newborn Infant Protection

335.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper managing of incidents of newborn infant abandonment according to the Abandoned Newborn Infant Protection Act (325 ILCS 2/10).

335.2 ACCEPTANCE

Officers must accept a newborn infant relinquished at the Department (325 ILCS 2/20 (c)). The State of Illinois defines a newborn infant as a child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished (325 ILCS 2/10). Although a person relinquishing a newborn infant retains the right to limited immunity and anonymity, officers should request the person's personal information. Absent any other information, officers should attempt to obtain any known medical information about the newborn infant. Any information obtained should be documented in the report and, if appropriate, transmitted to the hospital or medical facility to which the newborn infant is taken.

If there is no evidence of abuse or neglect of the newborn infant, the relinquishing person has the right to remain anonymous and leave the premises at any time without being pursued or followed. The act of relinquishing a newborn infant does not, in and of itself, constitute a basis for a finding of abuse, neglect or abandonment. If there is suspected abuse or neglect that is not based solely on the newborn infant's relinquishment, the relinquishing person no longer has the right to remain anonymous (325 ILCS 2/30).

335.3 MEDICAL CONSIDERATIONS

After accepting a relinquished newborn infant the officer will request paramedics for a medical evaluation and transportation to the nearest hospital (325 ILCS 2/20 (c)). If the infant is not being transported by the paramedics, the officer will see that transportation of the infant to the nearest hospital is accomplished as soon as transportation can be arranged. Newborn infants will not be transported in a department vehicle equipped with a prisoner screen or in any department vehicle without the appropriate child safety restraint and/or which does not allow for the proper placement of such child safety restraint.

335.4 NOTICE TO RELINQUISHING PERSON

When accepting a newborn infant, officers will offer the relinquishing person an information packet prepared and maintained by the Department for this purpose (325 ILCS 2/35). If possible, the employee will also inform the relinquishing person of the following:

- His/her acceptance of the information is completely voluntary.
- Registration with the Illinois Adoption Registry and Medical Information Exchange is voluntary.
- He/she will remain anonymous if they complete a Denial of Information Exchange.

Bedford Park Police Department

Bedford Park PD Policy Manual

Abandoned Newborn Infant Protection

- He/she has the option to provide medical information only and still remain anonymous.
- By relinquishing the child anonymously, he/she will have to petition the court of jurisdiction if he/she desires to prevent the termination of parental rights and regain custody of the child.

335.4.1 SUPERVISOR NOTIFICATION

When accepting a newborn infant, officers will notify their immediate supervisor as soon as practical.

335.4.2 DOCUMENTATION

When accepting a newborn infant, officers will generate a report and document all pertinent information.

335.5 RIGHT OF PARENT TO RETURN

If the parent of a relinquished newborn infant returns to reclaim the infant within 72 hours after relinquishing the infant at the Department, an officer must inform the parent of the name and location of the hospital where the infant was transported (325 ILCS 2/20 (c)).

335.6 INFORMATION DISCLOSURE

Employees will not publicly disclose any information concerning the relinquishment of a newborn infant and the individuals involved, except as otherwise provided by law (325 ILCS 2/37).

335.7 INVESTIGATIVE RESPONSIBILITIES

Neither a child protective investigation nor a criminal investigation should be initiated solely because a newborn infant is relinquished (325 ILCS 2/25 (c)).

After accepting a newborn infant, or upon being contacted to assist in regards to a newborn infant relinquished elsewhere, the handling employee should take the necessary steps to ensure that the infant is not a missing child.

If there is suspected child abuse or neglect that is not based solely on the newborn infant's relinquishment, as mandated reporters under the Abused and Neglected Child Reporting Act officers shall report their observations (325 ILCS 2/25(b)). In this instance, officers shall begin their criminal investigation.

335.8 REQUIRED SIGNAGE

The Chief of Police will ensure that an appropriate sign is posted in a conspicuous place on the exterior of the police facility informing persons that a newborn infant may be relinquished at the facility. The sign and its placement will comply with the prescribed specifications to ensure statewide uniformity (325 ILCS 2/22).

Off-Duty Law Enforcement Actions

336.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Bedford Park Police Department with respect to taking law enforcement action while off-duty.

336.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

336.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medication or any combination thereof that would tend to adversely affect the officer's senses or judgment.

336.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.

Off-Duty Law Enforcement Actions

- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

336.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Bedford Park Police Department officer until acknowledged. Official identification should also be displayed.

336.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

336.4.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

336.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

336.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Shift Commander as soon as practicable. The Shift Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Department Use of Social Media

337.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

337.2 POLICY

The Bedford Park Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

337.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

337.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Bedford Park Police Department

Bedford Park PD Policy Manual

Department Use of Social Media

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

337.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Chief of Police or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

337.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Bedford Park Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

337.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

Bedford Park Police Department

Bedford Park PD Policy Manual

Department Use of Social Media

The Department may provide a method for members of the public to contact department members directly.

337.5.2 BOOKING PHOTOGRAPHS

Booking photographs in connection with civil, petty, and business offenses, and Class B and C misdemeanors may not be published on department social media sites unless the photograph is posted to assist in the search for a fugitive, person of interest, missing person, or individual wanted in relation to a crime other than a petty or business offense, or Class B or C misdemeanor (5 ILCS 140/2.15).

337.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

337.7 RETENTION OF RECORDS

The Chief of Police should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

337.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Private Person's Arrest

338.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person's arrest.

338.2 POLICY

It is the policy of the Bedford Park Police Department to accept a private person's arrest only when legal and appropriate.

338.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another when the person has probable cause to believe the other person has committed an offense other than an ordinance violation (725 ILCS 5/107-3).

338.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

- (a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
- (b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
- (c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

338.5 PRIVATE PERSON'S ARREST FORM

The arresting person should be asked to complete and sign a private person's arrest form. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person's arrest, to take the individual into custody and determines an arrest is appropriate.

[See attachment: 338 - PRIVATE PERSONS ARREST.pdf](#)

Community Relations

339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Communications with Persons with Disabilities Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

339.2 POLICY

It is the policy of the Bedford Park Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

339.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

Firearms Restraining Orders

340.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving firearms restraining orders and accounting for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained pursuant to those orders.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Firearms Restraining Order - A court order prohibiting and enjoining a named person from having in his/her custody or control, purchasing, possessing, or receiving any firearms (430 ILCS 67/5).

340.2 POLICY

It is the policy of the Bedford Park Police Department to petition for and serve firearms restraining orders in compliance with state law, and to properly account for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained by the Department pursuant to such orders.

340.3 FIREARMS RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a firearms restraining order coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for a firearms restraining order by the department (430 ILCS 67/1 et seq.)
- (b) Developing and maintaining procedures for the receipt and service of firearms restraining orders consistent with the requirements of 430 ILCS 67/50. Procedures should include:
 - 1. Acceptance of voluntarily surrendered firearms, any Firearm Owner's Identification Card, and concealed carry license from a person who is the subject of the restraining order.
 - 2. Assessing a firearms restraining order prior to service to determine whether the order should be served pursuant to the Warrant Service Policy and the Operations Planning and Deconfliction Policy.
 - 3. Preparing or obtaining a search warrant prior to attempting service of the firearms restraining order.
- (c) Coordinating with the Training Officer to provide officers who may be involved in petitioning for or serving firearms restraining orders with appropriate training. Training should include determining when a petition is appropriate, the process for seeking a firearms restraining order, and the service of firearms restraining orders.
- (d) Reviewing each petition for a firearms restraining order (and associated affidavits or court documents, if applicable) to ensure compliance with this policy, department procedures, and state law.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms Restraining Orders

340.4 FIREARMS RESTRAINING ORDERS

An officer who reasonably believes that a firearms restraining order is appropriate should obtain supervisor approval prior to seeking an order.

340.4.1 STANDARDS

Firearms restraining orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or others by having a firearm in his/her custody or control (430 ILCS 67/35; 430 ILCS 67/40).

340.4.2 REQUIREMENTS OF PETITION

An application for a firearms restraining order should be prepared consistent with state law and the procedures developed by the Firearms Restraining Order coordinator (430 ILCS 67/1 et seq.).

340.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK

Upon the application for a firearms restraining order, officers should make a good faith effort to provide notice to a family or household member of the person who is the subject of the firearms restraining order and to any other person reasonably known to be at risk of violence.

Officers shall also make reasonable efforts to provide notice to any and all intimate partners if the petition alleges that the named person poses a significant danger of causing personal injury to them.

The notice shall include (430 ILCS 67/35; 430 ILCS 67/40):

- (a) The department's intention to petition the court for a firearms restraining order.
- (b) Information and referrals to appropriate resources, such as counseling services, domestic violence or stalking advocacy, if applicable.

Officers should document all reasonable efforts to provide notice.

340.5 SERVICE

Officers shall serve a copy of a firearms restraining order, including renewals or terminations of orders, and any accompanying notice of hearing and petition, on the person named in the order as soon as practicable if the named person was not present in court when the order was issued (430 ILCS 67/50). Service of firearms restraining orders takes precedence over the service of other orders, except for orders of a similar emergency nature.

If applicable, officers may serve a firearms restraining order upon the named person via short form notification (430 ILCS 67/50).

340.5.1 SAFETY CONSIDERATIONS

Upon receipt of a firearms restraining order, the operations director or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms Restraining Orders

When appropriate based on the circumstances and department procedures, service of firearms restraining orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should fewer than two officers be present when a firearms restraining order is being served.

340.5.2 SURRENDER OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Officers serving a firearms restraining order should request that the person who is the subject of the order immediately surrender all firearms in his/her custody, control, or possession along with any Firearm Owner's Identification Card and concealed carry license issued to the person. Officers shall take custody of any items surrendered.

340.5.3 RECEIPT OF COURT-ORDERED ITEMS

A receipt identifying all surrendered items should be prepared by the officers and a copy given to the person. The officers should ensure the original receipt is forwarded to the Records Manager as soon as practicable.

All items collected should be handled and booked in accordance with the Property and Evidence Section Policy.

(Officers shall notify the Department of State Police within 7 days of receipt of a concealed carry license (430 ILCS 66/70)).

340.5.4 SEARCH WARRANTS

If the person subject to the firearms restraining order refuses to surrender all items subject to the order or if an officer serving a firearms restraining order reasonably believes there are items ordered to be relinquished in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant.

Officers should be prepared to file a search warrant prior to attempting service of a firearms restraining order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

340.6 RECORDS HEAD RESPONSIBILITIES

The Records Manager is responsible for mailing surrendered Firearm Owner's Identification Cards and concealed carry licenses to the Department of State Police (430 ILCS 67/40).

340.7 RELEASE OF FIREARMS, FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Any person requesting the release of any firearm, Firearm Owner's Identification Card, or license to carry a concealed weapon or firearm in Department custody pursuant to a firearms restraining order should be referred to the Property and Evidence Section.

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearms Restraining Orders

340.8 RENEWAL OF FIREARMS RESTRAINING ORDER

The Investigation Division supervisor is responsible for the review of any firearms restraining order obtained by the Department to determine if renewal or extension of a firearms restraining order should be requested within the time prescribed by law (430 ILCS 67/45).

Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of the Village of Bedford Park, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.
- (b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
- (c) Calls for service, both routine and emergency in nature.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other divisions within the Department, as well as other outside governmental agencies.
- (h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
- (i) Traffic direction and control.

400.1.2 TERRORISM

It is the goal of the Bedford Park Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report. The supervisor should ensure that all terrorism related reports are forwarded to the Investigation Division Supervisor in a timely fashion.

Bedford Park Police Department

Bedford Park PD Policy Manual

Patrol Function

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the Bedford Park Police Department.

400.2.1 CRIME ANALYSIS UNIT

The Crime Analysis Unit (CAU) will be the central unit for information exchange. Criminal information and intelligence reports can be submitted to the Records Division for distribution to all divisions within the Department through daily and special bulletins.

400.2.2 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate division for retention or follow-up investigation.

400.2.3 PATROL ROLL CALLS

Patrol supervisors, detective supervisors, and special unit officers are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Roll Calls as time permits.

400.2.4 ROLL CALL BOOK

A Roll Call Book will be maintained in the Roll Call room and will be available for review by officers from all divisions within the Department. The Roll Call Book will include information that needs to be shared among different shifts.

400.2.5 BULLETIN BOARDS

A bulletin board will be kept in the Roll Call room and the Investigation Division for display of suspect information, intelligence reports and photographs. New Departmental Directives will be made available for patrol supervisors and will be discussed at Roll Calls and shift meetings.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Bedford Park Police Department

Bedford Park PD Policy Manual

Patrol Function

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Bedford Park Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

401.2 POLICY

The Bedford Park Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

Bedford Park Police Department

Bedford Park PD Policy Manual

Bias-Based Policing

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING STOPS

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain and conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
 - 1. Supervisors should document these periodic reviews.
 - 2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

The Records Division shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

Bedford Park Police Department

Bedford Park PD Policy Manual

Bias-Based Policing

401.7 ADMINISTRATION

Each year, the Deputy Chief should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the required state reporting forms and the annual report and discuss the results with those they are assigned to supervise.

401.8 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Division.

Roll Call Training

402.1 PURPOSE AND SCOPE

Roll Call training is generally conducted at the beginning of the officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however officers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Departmental Directives or changes in Departmental Directives.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.

402.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

402.3 RETENTION OF ROLL CALL TRAINING RECORDS

Roll Call training materials and a curriculum or summary shall be forwarded to the Training Officer for inclusion in training records, as appropriate.

402.4 PERSONNEL RESPONSIBILITIES

Personnel assigned to the Patrol Division will report as indicated for roll call.

- (a) All police personnel will report for duty at roll call in full uniform with required equipment checked and ready to begin the tour of duty immediately if required.
- (b) All police personnel will report to roll call no later than the time that their assigned shift begins. Failure to report to roll call on time and in full uniform will be deemed as late for duty.

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Bedford Park Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

403.4 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

Crime and Disaster Scene Integrity

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

Ride-Alongs

404.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

404.1.1 ELIGIBILITY

The Bedford Park Police Department Ride-Along Program is available to residents, students and those employed within the Village.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

404.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Shift Commander. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Illinois driver's license, address, and telephone number.

The Shift Commander will schedule a date, based on availability, at least one week after the date of application. If approved by the Chief of Police, a copy will be forwarded to the respective Shift Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

[See attachment: 404 - RIDE ALONG WAIVER.pdf](#)

404.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Cadets, Explorers, RSVP, Chaplains, Part-time and Auxiliary, police applicants, and all others with approval of the Shift Commander.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

Ride-along requirements for police cadets are covered in the Police Cadets Policy.

Bedford Park Police Department

Bedford Park PD Policy Manual

Ride-Alongs

404.2.2 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Shift Commander or field supervisor may refuse a ride along to anyone not properly dressed.

404.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Shift Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

404.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Automated check through LEADS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Bedford Park Police Department).

404.3 OFFICER'S RESPONSIBILITY

The officer shall advise the telecommunicator that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The telecommunicator will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time. The Shift Commander shall be immediately notified of any injury or noteworthy incident involving the ride-along.

Any injury or noteworthy incident involving the ride-along shall be documented or reported appropriately.

404.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.
- (c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

Bedford Park Police Department

Bedford Park PD Policy Manual

Ride-Alongs

- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

Hazardous Material Response

405.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure.

405.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

405.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify type of hazardous substance. Identification can be determined by placard, driver's manifest or statements from the person transporting the material.
- (b) Notify the Fire Department.
- (c) Notify Hazardous Materials Officer
- (d) Provide first-aid for injured parties if it can be done safely and without contamination.
- (e) Begin evacuation of the immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary.

405.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via chain of command to the Chief of Police. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

Bedford Park Police Department

Bedford Park PD Policy Manual

Hazardous Material Response

405.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

Hostage and Barricade Incidents

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

406.2 POLICY

It is the policy of the Bedford Park Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

406.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

406.3.1 EMERGENCY COMMUNICATIONS

Should circumstances at the scene permit, Department supervisors or negotiators may promptly contact the Office of the State Attorney for assistance in obtaining an ex parte order to intercept audio communications at the scene (725 ILCS 5/108B-3).

Hostage and Barricade Incidents

Additionally, Department negotiators or individuals summoned by officers to provide assistance, may use an eavesdropping device, including a camera or audio device, during an ongoing hostage and barricade incident when such use is necessary to protect the safety of officers or members of the general public (720 ILCS 5/14-3(o)).

406.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

406.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

Bedford Park Police Department

Bedford Park PD Policy Manual

Hostage and Barricade Incidents

- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Chief of Police.
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

406.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- (d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- (e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (f) Provide responding emergency personnel with a safe arrival route to the location.
- (g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (h) Coordinate pursuit or surveillance vehicles and control of travel routes.
- (i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

Hostage and Barricade Incidents

- (k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Chief of Police.
- (m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

406.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a SWAT team response if appropriate and apprising the SWAT team Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.
- (d) Establish a command post location as resources and circumstances permit.
- (e) Designate assistants who can help with intelligence information and documentation of the incident.
- (f) If it is practicable to do so, arrange for video documentation of the operation.
- (g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- (h) Ensure adequate law enforcement coverage for the remainder of the Village during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.
- (i) Identify a media staging area outside the outer perimeter and have the department Chief of Police or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
- (j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (k) Debrief personnel and review documentation as appropriate.

Bedford Park Police Department

Bedford Park PD Policy Manual

Hostage and Barricade Incidents

406.6 SWAT TEAM RESPONSIBILITIES

It will be the Incident Commander's decision, with input from the SWAT team Commander, whether to deploy the SWAT team during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT team Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the SWAT team. The Incident Commander and the SWAT team Commander or the authorized designee shall maintain communications at all times.

406.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Response to Bomb Calls

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Bedford Park Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

407.2 POLICY

It is the policy of the Bedford Park Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

407.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Commander is immediately advised and informed of the details. This will enable the Shift Commander to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

407.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

407.4.1 BEDFORD PARK POLICE DEPARTMENT FACILITY

If the bomb threat is against the Bedford Park Police Department facility, the Shift Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

407.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Bedford Park Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Commander deems appropriate.

Bedford Park Police Department

Bedford Park PD Policy Manual

Response to Bomb Calls

407.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

407.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the Village of Bedford Park, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 - 1. No evacuation of personnel and no search for a device.
 - 2. Search for a device without evacuation of personnel.
 - 3. Evacuation of personnel without a search for a device.
 - 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

407.5.1 ASSISTANCE

The Shift Commander should be notified when police assistance is requested. The Shift Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Commander determine that the Department will assist or control such an incident, he/she will determine:

- (a) The appropriate level of assistance.

Bedford Park Police Department

Bedford Park PD Policy Manual

Response to Bomb Calls

- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
 - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
 - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

407.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 - 1. Two-way radios
 - 2. Cell phones
 - 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Shift Commander including:
 - 1. The time of discovery.

Response to Bomb Calls

2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

407.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

407.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

407.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Shift Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

Bedford Park Police Department

Bedford Park PD Policy Manual

Response to Bomb Calls

407.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

407.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Crisis Intervention Incidents

408.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

408.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

408.2 POLICY

The Bedford Park Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

408.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Crisis Intervention Incidents

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

408.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police or his designee should collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

408.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

Bedford Park Police Department

Bedford Park PD Policy Manual

Crisis Intervention Incidents

408.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

408.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

408.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

Crisis Intervention Incidents

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

408.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

408.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

408.11 EVALUATION

The Chief of Police or his designee should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers, or incidents and will be submitted to the Chief of Police through the chain of command.

Bedford Park Police Department

Bedford Park PD Policy Manual

Crisis Intervention Incidents

408.12 TRAINING

Subject to available resources, the Department will provide training to department members to enable them to effectively interact with persons in crisis.

Training may include the ILETSB's training on crisis response (50 ILCS 705/10.17).

Notice to Appear or Summons Releases

409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Bedford Park Police Department with guidance on when to release adults who are suspected offenders on a summons or notice to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained on felony charges and for domestic violence, as outlined in the Domestic Violence Policy.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Notice to Appear - A written request issued by a peace officer that a person appear before a court at a stated time and place (e.g., recognizance I-bond). (725 ILCS 5/107-1-C)

Summons - A written order issued by a court which commands a person to appear before a court at a stated time and place. Police officers may serve summons for violations of ordinances occurring within their municipalities. (725 ILCS 5/107-1-B)(725 ILCS 5/107-11-c)

409.2 POLICY

The Bedford Park Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons or notice to appear when authorized to do so.

409.3 RELEASE

Whenever a peace officer is authorized to arrest a person without a warrant on a bailable offense, he/she may be released on issuance of a summons or notice to appear (65 ILCS 5/1-2-9; 725 ILCS 5/107-12).

409.4 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

- (a) The type of offense committed.
- (b) The known criminal history of the suspected offender.
- (c) The ability to identify the suspected offender with reasonable certainty.
- (d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
- (e) The individual's ties to the area, such as residence, employment or family.
- (f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

Bedford Park Police Department

Bedford Park PD Policy Manual

Notice to Appear or Summons Releases

409.5 JUVENILE CITATIONS AND COMPLAINTS

Completion of criminal citations or complaints for juveniles is generally not appropriate with the following exceptions:

- Petty or Misdemeanor traffic violations of the Vehicle Code
- Violations of the Village of Bedford Park Village codes

All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the Juvenile Division for further action including diversion.

409.6 REQUESTING CASE NUMBERS

All misdemeanor and felony criminal offenses and most violations of the Village of Bedford Park Village codes will require a case number to document the incident properly in a report.

Foreign Diplomatic and Consular Representatives

410.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Bedford Park Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

410.2 POLICY

The Bedford Park Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

410.2 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:

Bedford Park Police Department

Bedford Park PD Policy Manual

Foreign Diplomatic and Consular Representatives

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers

410.2 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089 , or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

410.2 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)

Bedford Park Police Department

Bedford Park PD Policy Manual

Foreign Diplomatic and Consular Representatives

Member of Admin and Tech Staff	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes note a	Yes	Yes	Yes	No for official acts Yes otherwise note a	No immunity or inviolability note a
Career Consul Officer	Yes if for a felony and pursuant to a warrant note a	Yes note d	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise note a	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employee	Yes note a	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise note a	No immunity or inviolability note a
Int'l Org Staff note b	Yes note c	Yes note c	Yes	Yes note c	No for official acts Yes otherwise note c	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

Bedford Park Police Department

Bedford Park PD Policy Manual

Foreign Diplomatic and Consular Representatives

- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

410.2 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

Rapid Response and Deployment

411.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

411.2 POLICY

The Bedford Park Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

411.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.

Bedford Park Police Department

Bedford Park PD Policy Manual

Rapid Response and Deployment

- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

411.4 TRAINING

The Training Officer should include rapid response to critical incidents in the department training plan.

This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

411.5 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

411.6 PLANNING

The Chief of Police should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.

Rapid Response and Deployment

- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

411.6.1 SCHOOL SAFETY DRILLS

The Training Officer should work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual on-site drills within 90 days after the first day of the school year to respond to school shooting incidents (105 ILCS 128/15; 105 ILCS 128/20).

Immigration Violations

412.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Bedford Park Police Department for investigating and enforcing immigration laws.

412.2 POLICY

It is the policy of the Bedford Park Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status.

412.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or Illinois Constitutions.

412.4 ENFORCEMENT

An officer may detain an individual when there are facts supporting a reasonable suspicion that the individual entered into the United States in violation of a federal criminal law. Federal authorities shall be notified as soon as possible and the detained individual shall be immediately released if the federal authorities do not want the person held. An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

412.4.1 CIVIL VS. CRIMINAL FEDERAL OFFENSES

An individual who enters into the United States illegally has committed a misdemeanor (8 USC § 1325(a)). Generally, an alien who initially made a legal entry into the United States but has remained beyond what is a legal period of time has committed a federal civil offense.

Reasonable suspicion that a criminal immigration violation has occurred shall not be based on race, color, national origin or any other generalization that would cast suspicion on or stigmatize any person, except to the extent permitted by the United States or Illinois Constitutions. Instead, the totality of circumstances shall be used to determine reasonable suspicion, and shall include factors weighing for and against reasonable suspicion.

Factors that may be considered in determining reasonable suspicion that a criminal immigration violation has occurred may include, but are not limited to:

- (a) An admission that the person entered the United States illegally.

Bedford Park Police Department

Bedford Park PD Policy Manual

Immigration Violations

- (b) Reason to suspect that the person possesses immigration documentation that is forged, altered or otherwise indicative that the person is not legally present in the United States.
- (c) While a lack of English proficiency may be considered, it should not be the sole factor in establishing reasonable suspicion. When practicable, reasonable effort should be made to accommodate persons with limited English proficiency.
- (d) Other factors based upon training and experience.

412.4.2 IMMIGRATION CHECKS

Immigration status may be determined through any of the following sources:

- (a) A law enforcement officer who is authorized by the federal government under 8 USC § 1357 to verify or ascertain an alien's immigration status (sometimes referred to as a 287(g) certified officer)
- (b) Immigration and Customs Enforcement (ICE)
- (c) U.S. Customs and Border Protection (CBP)

An officer shall verify from a 287(g) certified officer, ICE or CBP whether a person's presence in the United States relates to a federal civil violation or a criminal violation.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request ICE or CBP to respond to the location to take custody of the detained person. In addition, the officer should notify a supervisor as soon as practicable.

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities or the potential to obstruct a separate investigation outweigh the need for the detention.

412.4.3 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained a person and established probable cause to believe the person has violated a criminal immigration offense, the supervisor should:

- (a) Confirm that the detained person's immigration status was properly verified.
- (b) Ensure that the detained person is taken into custody when appropriate. Take any additional steps necessary that may include, but are not limited to:
 - 1. Transfer to federal authorities.
 - 2. Lawful arrest for a criminal offense or warrant.

412.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer will not need to notify ICE when booking arrestees at the county jail. Immigration officials routinely interview suspected undocumented aliens who are booked into the county jail on criminal charges. Notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

Immigration Violations

412.6 ICE REQUEST FOR ASSISTANCE

Requests by ICE, or any other federal agency, for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.

412.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from ICE
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state or local government entity

412.7.1 IMMIGRATION HOLDS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 or any other hold request unless the person has been charged with a federal crime or the detainer is accompanied by a judicial warrant. Notification to the federal authority issuing the detainer should be made prior to the release (Ill. Public Act 100-0463).

412.8 U VISA AND T VISA NON-IMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). A law enforcement certification for a U visa may be completed by the Investigation Division supervisor in order for a U visa to be issued.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T visa may be completed by the Investigation Division supervisor in order for a T visa to be issued (5 ILCS 825/10).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

Bedford Park Police Department

Bedford Park PD Policy Manual

Immigration Violations

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
2. The certification form should be completed within 90 business days of the request unless (5 ILCS 825/10):
 - (a) There is a written agreement with the victim or the victim's representative extending the time to complete the certification form.
 - (b) The victim is eligible for expedited completion of the certification form.
3. Complete and reissue a certification form within 90 days of a request to reissue by a victim unless the circumstances of the victim require that the completion and reissuance of the certification form be expedited (5 ILCS 825/10).
 - (d) Provide written notice to the victim or the victim's representative if it cannot be determined based on the evidence that the victim is qualified for a U visa or T visa (5 ILCS 825/10).
 - (e) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

412.8.1 NON-DISCLOSURE OF IMMIGRATION STATUS

No member shall disclose the immigration status of the victim or the person requesting the certification form unless authorized in writing by the individual or as required by law (5 ILCS 825/10).

412.8.2 PUBLICATION OF CERTIFICATION FORM PROCESS

The Investigation Division supervisor should make the department's procedures for certification requests publicly available for victims and their representatives (5 ILCS 825/10).

412.9 TRAINING

The Training Officer shall ensure that all appropriate members receive immigration training.

Emergency Utility Service

413.1 PURPOSE AND SCOPE

The Village Public Works Department and Water Department have personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

413.1.1 BROKEN WATER LINES

The Village's responsibility ends at the water meter. Any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. The Water Department can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the Village side of the meter, emergency personnel should be called as soon as practical by Dispatch.

413.1.2 ELECTRICAL LINES

Village Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer and the Fire Department should be dispatched to protect against personal injury or property damage that might be caused by power lines. The appropriate utility company or Public Works should be promptly notified.

413.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works or the Water Department maintain the public water equipment and may maintain other municipal utility equipment as well. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

413.1.4 HAZARDOUS CONDITIONS

When an officer observes a situation that is believed to be hazardous or potentially dangerous, such as ice at an intersection, the shift supervisor should be notified. If the matter must be attended to immediately, the shift supervisor, or a designee, shall contact the appropriate department/entity to advise them of the situation.

413.1.5 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by Dispatch.

413.1.6 CONDITION REPORTS

When an officer observes a non-emergency condition that should be brought to the attention of another village department, a "Condition Report" form will be completed. Officers will turn the

Bedford Park Police Department

Bedford Park PD Policy Manual

Emergency Utility Service

completed form in to the shift supervisor who will review and route the report to the appropriate department. The police department will maintain a copy of the "Condition Report".

[See attachment: 413 - CONDITION REPORT.pdf](#)

413.2 TRAFFIC SIGNAL MAINTENANCE

The Village of Village of Bedford Park contracts with a private maintenance company to furnish maintenance for all traffic signals within the Village, other than those maintained by the Illinois Department of Transportation or other unit of government.

413.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise Dispatch of the location and problem with the signal and take applicable measures to ensure the safety of the area. The telecommunicator should make the necessary notification to the proper maintenance agency.

Field Training

414.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Bedford Park Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

414.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

414.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Minimum of four years of patrol experience, two of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal oral interview selection process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess an ILETSB certificate.

414.2.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO ,if such course is available while assigned to the position of FTO.

414.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program supervisor will be selected from the rank of sergeant or above by the Patrol Chief of Police or his/her designee and shall when practical, have completed the ILETSB certified (40 hour) Field Training Officer's Course.

The responsibilities of the FTO Program Supervisor include the following:

- (a) Assignment of trainees to FTOs.

Field Training

- (b) Conducting FTO meetings.
- (c) Maintain and ensure FTO/Trainee performance evaluations are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.
- (e) Monitor individual FTO performance.
- (f) Monitor the overall FTO Program.
- (g) Maintain liaison with FTO Coordinators of other agencies.
- (h) Maintain liaison with academy staff on recruit performance during the academy.
- (i) Develop ongoing training for FTOs.
- (j) After completion of the field training period, review and forward to the Chief of Police the completed field training officer's guidebook and final evaluation report.

The FTO Program supervisor will be required to successfully complete an ILETSB approved Field Training Administrator's Course, preferably within one year of appointment to this position.

414.4 TRAINEE DEFINED

Any entry level, lateral police officer, or person granted Conservators of the Peace Power newly appointed to the Bedford Park Police Department who has successfully completed an ILETSB training course.

414.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

To the extent practicable, officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

414.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Bedford Park Police Department. The manual is not intended to cover every contingency, but will be periodically reviewed and adjusted as appropriate. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Bedford Park Police Department.

Field Training

414.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

414.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO program supervisor on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

414.6.2 IMMEDIATE SUPERVISOR

The FTO program supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the designated Field Training Administrator.

414.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through the FTO program supervisor.

414.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

414.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations.
- (b) End of phase evaluations.
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.

Aircraft Accidents

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY

It is the policy of the Bedford Park Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 DOCUMENTATION

All aircraft accidents occurring within the Village of Bedford Park shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of BPPD members deployed to assist; other Village resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.3.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

Aircraft Accidents

- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

415.3.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

415.4 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

415.5 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

415.6 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and

Aircraft Accidents

the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

415.7 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Medical Examiner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

415.8 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

415.9 MEDIA RELATIONS

The Chief of Police ([PIO]) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community.

Bedford Park Police Department

Bedford Park PD Policy Manual

Aircraft Accidents

Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The [PIO] should coordinate with other involved entities before the release of information.

Obtaining Air Support Assistance

416.1 PURPOSE AND SCOPE

The use of a law enforcement helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

416.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

416.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Shift Commander, or his/her designee, will call the closest agency having helicopter support available. The Shift Commander or his designee will apprise that agency of the specific details of the incident prompting the request.

416.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law Enforcement helicopters may be requested under any of the following conditions:

- (a) When the helicopter is activated under existing mutual aid agreements.
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard.
- (c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- (d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- (e) Vehicle pursuits.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

Contacts and Temporary Detentions

417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - This type of search is used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable Suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

417.2 POLICY

The Bedford Park Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

Contacts and Temporary Detentions

417.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Bedford Park Police Department to strengthen community involvement, community awareness and problem identification.

417.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include, but are not limited to, an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

417.4 PAT-DOWN SEARCHES

Once a valid stop has been made, an officer may pat a suspect's outer clothing if the officer has a reasonable, articulable suspicion that the suspect has a dangerous weapon. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include, but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions or demeanor of the suspect.

Contacts and Temporary Detentions

- (f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

417.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

417.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

417.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based on reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

417.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Shift Commander with either an incident report or a supplement report explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Commander should review and forward the photograph to one of the following locations:

- (a) If the photo and associated FI or memorandum is relevant to criminal organization/enterprise enforcement, the Shift Commander will forward the photo and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.
- (b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Division.

Contacts and Temporary Detentions

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

417.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

417.6 STOP RECEIPTS

Whenever an officer stops a person in a public place and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number (725 ILCS 5/107-14).

417.7 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

Criminal Organizations

418.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Bedford Park Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

418.2 POLICY

The Bedford Park Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

418.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

- (a) Members using any such system are appropriately selected and trained.
- (b) Use of every criminal intelligence system is appropriately reviewed and audited.
- (c) Any system security issues are reasonably addressed.

418.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Division. Any supporting

Criminal Organizations

documentation for an entry shall be retained by the Records Division in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Division are appropriately marked as intelligence information. The Records Manager may not purge such documents without the approval of the designated supervisor.

418.3.2 SWORD SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information into the Statewide Organized Criminal Gang Database (SWORD) criminal intelligence system (20 ILCS 2605/2605-305). Entries into such a database should be based upon a reasonable suspicion of criminal activity or actual criminal activity, and should be supported by documentation, where documentation is available.

The designated supervisor may approve creation or submission of information into the SWORD criminal intelligence system when the individual has been arrested and there is a reasonable belief that the individual is a member or affiliate of an organized gang. The designated supervisor may notify the appropriate prosecutor of the individual's alleged gang membership or gang affiliate status (20 ILCS 2640/15).

418.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

418.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

- (a) Must only be included upon documented authorization of the responsible department supervisor.
- (b) Should not be originals that would ordinarily be retained by the Records Division or Property and Evidence Section, but should be copies of, or references to, retained documents such as copies of reports, field interviews (FI) forms, Dispatch records or booking forms.
- (c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

Criminal Organizations

- (d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

418.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged or entered in an authorized criminal intelligence system, as applicable.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

418.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

- (a) Gang indicia associated with a person or residence.
- (b) Information related to a drug-trafficking operation.
- (c) Vandalism indicating an animus for a particular group.
- (d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Officer to train members to identify information that may be particularly relevant for inclusion.

418.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

418.7 CRIMINAL STREET GANGS

The Investigation Division supervisor should ensure that there are an appropriate number of department members who can:

Criminal Organizations

- (a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.
- (b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.
- (c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

418.8 TRAINING

The Training Officer should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

- (a) The protection of civil liberties.
- (b) Participation in a multiagency criminal intelligence system.
- (c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.
- (d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.
- (e) The review and purging of temporary information files.

Shift Commanders

419.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant/Sergeant heads each watch.

419.2 DESIGNATION AS ACTING SHIFT COMMANDER

When a Lieutenant/Sergeant is unavailable for duty as Shift Commander, in most instances the senior qualified Officer in Charge shall be designated as acting Shift Commander. This policy does not preclude designating a less senior Officer in Charge as an acting Shift Commander when operational needs require or training permits.

Mobile Audio/Video

420.1 PURPOSE AND SCOPE

The Bedford Park Police Department has equipped marked patrol cars with Mobile Audio and Video (MAV) recording systems to provide records of events and assist uniformed officers in the performance of their duties by providing a visual and/or audio record of patrol-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car video and Mobile Audio Video (MAV) system -Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

420.2 POLICY

It is the policy of the Bedford Park Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

420.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Bedford Park Police Department issued media is to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift.

Mobile Audio/Video

If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

420.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

420.4.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident, due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated as soon as practicable in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct, within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian stops
 - 9. DUI investigations including field sobriety tests
 - 10. Crimes in progress
 - 11. Responding to an in-progress call
- (b) All self-initiated activity in which an officer would normally notify Dispatch. (Excluding premise checks, vehicle service, and any other non-police related activity)
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

Mobile Audio/Video

1. Domestic violence calls
 2. Disturbance of peace calls
 3. Offenses involving violence or weapons
- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

420.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

420.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

420.5 ACTIVATION OF THE MAV

The MAV system shall be powered on continuously throughout the officer's shift (50 ILCS 707/15).

420.6 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) Logs reflect the proper chain of custody, including:
 1. The tracking number of the MAV system media.
 2. The date it was issued.
 3. The law enforcement operator or the vehicle to which it was issued.
 4. The date it was submitted.
 5. Law enforcement operators submitting the media.
 6. Holds for evidence indication and tagging as required.

Mobile Audio/Video

420.7 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems
- (e) By a department investigator who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (j) To assess possible training value
- (k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Shift Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

420.8 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was not recorded.

Mobile Audio/Video

420.9 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15)).

420.9.1 RECORDING RETENTION REQUIREMENTS

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

420.9.2 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

420.9.3 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Bedford Park Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

420.10 SYSTEM OPERATIONAL STANDARDS

- (a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) The MAV system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.
- (e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

Bedford Park Police Department

Bedford Park PD Policy Manual

Mobile Audio/Video

- (f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.
- (g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.
- (h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

420.11 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:
 - 1. Ensures it is stored in a secure location with authorized controlled access.
 - 2. Makes the appropriate entries in the chain of custody log.
- (c) Erasing of media:
 - 1. Pursuant to a court order.
 - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field:
 - 1. Maintaining a record of issued media.
- (e) Ensuring that an adequate supply of recording media is available.
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

420.11.1 ADDITIONAL MAV TECHNICIAN RESPONSIBILITIES FOR GRANT FUNDING

If the Department receives any grants under the Illinois Law Enforcement Camera Grant Act, the MAV technician is also responsible for (50 ILCS 707/15):

- (a) Remaining familiar with the applicable requirements of the Illinois Law Enforcement Camera Grant Act including any model rules developed by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- (b) Ensuring the MAV system includes audio of the officer when the officer is outside of the vehicle.

Bedford Park Police Department

Bedford Park PD Policy Manual

Mobile Audio/Video

- (c) Limiting access to the camera to the officer's supervisor.
- (d) Working with the Records Manager to develop procedures to process requests from other law enforcement agencies and local State's Attorneys for video recordings, including procedures for protecting identities of individuals not related to the recorded incident.
- (e) Completing the annual MAV report required by 50 ILCS 707/15.

420.12 TRAINING

All members who are authorized to use the MAV system shall show competency of the proper use of the system as instructed by the Field Training Officer during the Field Training or by the training representative of the MAV system manufacturer.

Mobile Digital Terminal Use

421.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Terminal (MDT) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Dispatch.

421.2 POLICY

Bedford Park Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

421.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

421.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Commanders.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

421.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

Mobile Digital Terminal Use

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

421.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

421.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT when the vehicle is not in motion.

421.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure the Shift Commander is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

421.6 EQUIPMENT CONSIDERATIONS

421.6.1 MALFUNCTIONING

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, or when programs necessary for completing the member's duties are not fully functional, they shall notify their supervisor. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

Bedford Park Police Department

Bedford Park PD Policy Manual

Mobile Digital Terminal Use

421.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

421.7 SECURITY OF MDT UNIT

All members are responsible for ensuring that the MDT unit is securely locked to the tray to prevent theft. All vehicles should be locked when not occupied, or within visual distance.

Portable Audio/Video Recorders

422.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (50 ILCS 706/10-20). Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Bedford Park Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

422.1.1 DEFINITIONS

Definitions related to this policy include (50 ILCS 706/10-10):

Body-worn camera or camera - An electronic camera system for creating, generating, sending, receiving, storing, displaying and processing audio-visual recordings that may be worn about the person of a law enforcement officer.

Law enforcement-related activities - Activities in which the member is enforcing the law, including traffic or pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd and traffic control. It does not include tasks unrelated to the investigation of a crime such as participating in town halls or other community outreach; helping a child find his/her parents; providing death notifications; performing in-home or hospital well-being checks on the sick, elderly or persons presumed missing; or completing paperwork while alone or only in the presence of another law enforcement officer.

Portable recorder or recorder - Either an audio-only recording device or a body-worn camera.

422.2 POLICY

The Bedford Park Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

422.3 BODY-WORN CAMERA COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (50 ILCS 706/10-20):

- (a) Identifying members who are assigned body-worn cameras.
- (b) Identifying members permitted to access recordings in order to redact, label or duplicate recordings.
- (c) Ensuring body-worn cameras acquired on or after July 1, 2015, are equipped with pre-event recording of at least the 30 seconds prior to camera activation and are capable of recording for a period of at least 10 hours.

Bedford Park Police Department

Bedford Park PD Policy Manual

Portable Audio/Video Recorders

- (d) Establishing procedures for:
 - 1. The care and maintenance of body-worn cameras, including reasonable efforts to be made by supervisors to correct or repair body-worn camera equipment upon notice from a member experiencing technical difficulties, failures or problems with the equipment.
 - 2. Compliance with the Law Enforcement Officer-Worn Body Camera Act and guidelines established by the Illinois Law Enforcement Training and Standards Board (ILETSB) for the use of body-worn cameras.
 - 3. Security of recordings including access controls.
 - 4. Redacting, labeling and duplicating recordings.
 - 5. Supervisor and member review of recordings.
- (e) Providing an annual report to the ILETSB pursuant to 50 ILCS 706/10-25.
- (f) Ensuring the Department uses authorized body-worn camera recording media (50 ILCS 706/10-10).

422.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

422.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable (50 ILCS 706/10-20). Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, BPPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Bedford Park Police Department

Bedford Park PD Policy Manual

Portable Audio/Video Recorders

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

Members are responsible for labeling/categorizing recordings prior to the end of their shift.

422.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

Members wearing body-worn cameras and any clothing or any indication they are law enforcement shall have the body-worn camera turned on at all times while they are on-duty and are responding to calls for service or engaged in law enforcement-related activities (50 ILCS 706/10-20).

Other portable recorders should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which an officer would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

If exigent circumstances prevent an officer from turning on a body-worn camera when required, the camera shall be turned on as soon as practicable (50 ILCS 706/10-20).

Members shall not record interactions with confidential informants unless exigent circumstances exist or the informant has or is committing a crime (50 ILCS 706/10-20).

Members should remain sensitive to the dignity of all individuals being recorded and unless recording with a body-worn camera is required, exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

422.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits

Bedford Park Police Department

Bedford Park PD Policy Manual

Portable Audio/Video Recorders

the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Body-worn cameras shall be turned off when a victim, witness or community member reporting a crime requests that the camera be turned off. The request should be captured on the recording. However, an officer may continue to record or resume recording a victim or witness if exigent circumstances exist or the officer has a reasonable articulable suspicion that the victim or witness has committed or is in the process of committing a crime. Under these circumstances, the officer should indicate on the recording the reason for continuing to record despite the request of the victim or witness (50 ILCS 706/10-20).

Officers are permitted to turn off body-worn cameras while inside a patrol car equipped with Mobile Audio/Video (MAV). Cameras may also be turned off when the officer is not engaged in law enforcement-related activities or when completing paperwork alone or while only in the presence of another member (50 ILCS 706/10-20).

422.6.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Illinois law prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential (720 ILCS 5/14-2).

However, officers using body-worn cameras are not prohibited from recording a private conversation if the person is provided notice of the recording and proof of that notice is captured on the recording. If exigent circumstances exist that prevent the officer from providing notice, notice must be provided as soon as practicable (50 ILCS 706/10-20).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

422.6.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

422.7 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Commander. Any member who uses a personally owned recorder for

Bedford Park Police Department

Bedford Park PD Policy Manual

Portable Audio/Video Recorders

department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

422.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Freedom of Information Act or the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5; 50 ILCS 706/10-20).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

422.9 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

Bedford Park Police Department

Bedford Park PD Policy Manual

Portable Audio/Video Recorders

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

422.9.1 DOCUMENTING REVIEW OF RECORDINGS

Members who review recordings prior to completing incident reports or other documentation shall disclose that fact in the report or other documentation (50 ILCS 706/10-20).

422.10 RETENTION OF RECORDINGS

All recordings other than those made with body-worn cameras shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days unless the recordings are made a part of an arrest or the recordings are deemed evidence in any criminal, civil or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the court (720 ILCS 5/14-3(h-15)).

422.10.1 RETENTION REQUIREMENTS FOR BODY-WORN CAMERA RECORDINGS

Recordings made on body-worn cameras shall be retained for 90 days. Recordings shall not be altered, erased or destroyed prior to the expiration of the 90-day storage period (50 ILCS 706/10-20).

After the 90-day storage period, recordings must be destroyed unless any of the following occur (50 ILCS 706/10-20):

- (a) A formal or informal complaint has been filed
- (b) The officer discharged his/her firearm or used force during the encounter
- (c) Death or great bodily harm occurred to any person in the recording
- (d) The encounter resulted in a detention or arrest other than a traffic stop resulting in only a minor traffic offense or a business offense
- (e) The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct

Bedford Park Police Department

Bedford Park PD Policy Manual

Portable Audio/Video Recorders

- (f) The supervisor of the officer, prosecutor, defendant or court determines that the encounter has evidentiary value in a criminal prosecution
- (g) The recording officer requests that the video be retained for official purposes related to his/her official duties

Under these circumstances, the recording of the encounter shall not be altered or destroyed for two years. If the recording is used in a criminal, civil or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.

Recordings may be retained anytime a supervisor designates the recording for training purposes and may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training or ensuring compliance with department policies.

422.10.2 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

Public Recording of Law Enforcement Activity

423.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

423.2 POLICY

The Bedford Park Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

423.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):
 - 1. Inciting others to violate the law.
 - 2. Being so close to the activity as to present a clear safety hazard to the officers.
 - 3. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
 - 4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

423.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Public Recording of Law Enforcement Activity

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

423.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

423.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

Bedford Park Police Department

Bedford Park PD Policy Manual

Public Recording of Law Enforcement Activity

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

423.7 DISCIPLINE

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).

Medical Marijuana

424.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of cannabis under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act (the Act) (410 ILCS 130/1 et seq.).

424.1.1 DEFINITIONS

Definitions related to this policy include (410 ILCS 130/10):

Authorized amount - No more than 2.5 ounces of usable cannabis unless the person has a Department of Public Health-approved quantity waiver for more than 2.5 ounces. The pre-mixed weight of cannabis used in making cannabis-infused products shall apply toward the authorized amount of cannabis.

Cardholder - A person who has been issued a valid registry identification card by the Department of Public Health.

Dispensary - An organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia or related supplies and educational materials to cardholders.

Medical use of cannabis - The acquisition, administration, delivery, possession, transfer, transportation or use of cannabis to treat or alleviate a person's debilitating medical condition or symptoms associated with the debilitating medical condition.

Qualifying patient - A person who has been diagnosed by a physician as having a debilitating medical condition listed in 410 ILCS 130/10(h).

Registered designated caregiver - A person who has a valid registry identification card to assist a qualifying patient with the medical use of cannabis.

Registry identification card - A document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

Usable cannabis - The seeds, leaves, buds and flowers of the cannabis plant. It does not include the stalks and roots of the plant or the weight of any non-cannabis ingredients combined with cannabis, such as ingredients added to prepare a topical administration, food or drink.

424.2 POLICY

It is the policy of the Bedford Park Police Department to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Medical Marijuana

Illinois medical cannabis laws are intended to provide protection from arrest and prosecution to those who comply with the registration requirements of the law and who use, possess or provide care to mitigate the symptoms of certain chronic or debilitating medical conditions, or produce or deliver cannabis. However, Illinois medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis. The Bedford Park Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Illinois law and the resources of the Department.

424.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of cannabis generally fall into one of two categories:

- (a) Investigations when no person makes a medicinal claim
- (b) Investigations when a medicinal claim is made by a cardholder

424.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

424.3.2 INVESTIGATIONS INVOLVING A CARDHOLDER

No arrest should be made when a person is in possession of, delivers or uses cannabis or cannabis paraphernalia when the following amounts of cannabis are not exceeded (410 ILCS 130/10):

- (a) 2.5 ounces of cannabis obtained from a dispensary
- (b) More than 2.5 ounces of cannabis obtained from a dispensary if the person has a Department of Public Health-approved quantity waiver

The total amount possessed between the patient and caregiver shall not exceed the patient's adequate supply.

Despite the existence of a valid registry identification card, if there is evidence that the conduct related to cannabis was not for the purpose of treating or alleviating the qualifying patient's medical condition or symptoms associated with the medical condition, a criminal investigation should occur (410 ILCS 130/25(a)-(d)).

Registered qualifying patients and their designated caregivers are required to possess their registry identification card at all times when engaging in the medical use of cannabis (410 ILCS 130/70). However, officers who reasonably believe that a person who does not have a registry identification card in his/her possession has been issued a card may treat the investigation as if the person had the card in his/her possession.

Bedford Park Police Department

Bedford Park PD Policy Manual

Medical Marijuana

424.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving cannabis possession, delivery, production or use (410 ILCS 130/25):

- (a) No person may be arrested solely for:
 - 1. Selling cannabis paraphernalia to a cardholder, if the person is employed and registered as a dispensing agent of a dispensary.
 - 2. Being in the presence or vicinity of the medical use of cannabis.
 - 3. Assisting a qualifying patient in possession of a registry identification card with the act of administering cannabis.
- (b) Cannabis, cannabis paraphernalia, illegal property, or interest in legal property that is possessed, owned or used in connection with the medical use of cannabis may not be seized or forfeited. However, nothing in this policy prohibits cannabis exceeding the authorized amounts or unrelated to any cannabis that is possessed, manufactured, transferred or used under the Act from being seized or forfeited
- (c) Possession of, or application for, a registry identification card or registration certificate does not itself constitute reasonable suspicion or probable cause to search, nor does it preclude the existence of other independent probable cause.
- (d) Because enforcement of medical cannabis laws can be complex, time consuming and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 - 1. The suspect has been identified and can be easily located at another time.
 - 2. The case would benefit from review by a person with expertise in medical cannabis investigations.
 - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
 - 4. There are any other relevant factors, such as available department resources and time constraints.
- (e) Registered cultivation centers and dispensaries, as well as their officers, agents and employees, may not be searched or seized solely because they are a cultivation center or dispensary, or officers, agents or employees of such facilities.
- (f) Before proceeding with enforcement related to a cultivation center, officers should consider conferring with appropriate legal counsel.

424.3.4 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person (410 ILCS 130/30):

Bedford Park Police Department

Bedford Park PD Policy Manual

Medical Marijuana

- (a) Undertakes any task under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct.
- (b) Possesses or uses cannabis:
 - 1. In a school bus, except as provided under 105 ILCS 5/22-33.
 - 2. On the grounds of any preschool, or primary, or secondary school, except as provided under 105 ILCS 5/22-33.
 - 3. In any correctional facility.
 - 4. In a vehicle, except that a person may possess medical cannabis if it is in a reasonably secured, sealed, tamper-evident container and is reasonably inaccessible while the vehicle is moving.
 - 5. In a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.
- (c) Uses cannabis:
 - 1. In any motor vehicle.
 - 2. In any place except a private residence where an individual could reasonably be expected to be observed by others, except as provided under 105 ILCS 5/22-33.
 - 3. Knowingly in close physical proximity to anyone under the age of 18, except as provided under 105 ILCS 5/22-33.
 - 4. As an active duty law enforcement officer, correctional officer, correctional probation officer, or firefighter.
 - 5. As a person with a school bus permit or a Commercial Driver's License (CDL).
- (d) Smokes medical cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.
- (e) Operates, navigates, or is in actual physical control of any motor vehicle, aircraft, or motorboat while using or under the influence of cannabis, in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code
- (f) Uses or possesses cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or registered designated caregiver.
- (g) Allows another person who is not allowed to use cannabis under the Act to use cannabis that a cardholder is allowed to possess.
- (h) Transfers cannabis to any person contrary to the provisions of the Act
- (i) Drives any vehicle in violation of Section 11-503 of the Illinois Vehicle Code (reckless driving).

424.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

Medical Marijuana

424.5 PROPERTY AND EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES

The Investigations supervisor should ensure that cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Investigations supervisor is not responsible for caring for live cannabis plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Investigations supervisor should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia or other related property.

The Investigations supervisor should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.

The Investigations supervisor may release cannabis to federal law enforcement authorities upon presentation of a valid court order.

Citation Dismissal, Correction, and Voiding

425.1 PURPOSE AND SCOPE

This policy outlines the responsibility for citations, the procedure for dismissal, correction, and voiding of citations.

425.2 RESPONSIBILITIES

The Records Manager shall be responsible for the development and design of all Department citations in compliance with County standards, state law, or the Illinois Supreme Court.

The Records Division shall be responsible for the supply and accounting of all citations issued to employees of this department.

425.3 DISMISSAL OF CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the Chief of Police. Upon a review of the circumstances involving the issuance of the citation, it is the decision of the Chief of Police to recommend dismissal of the citation. If approved, the citation will be forwarded to the prosecutor's office with a request for dismissal. All recipients of citations whose request for the dismissal of a citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the prosecutor to dismiss the citation. Upon dismissal of the citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required.

425.4 VOIDING CITATIONS

Voiding a citation may occur when a citation has not been completed or where it is completed, but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Records Division.

425.5 CORRECTION OF CITATIONS

When a citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the Records Division. The Records Division shall prepare a letter of correction to the County Clerk's Office having jurisdiction and to the recipient of the citation.

Bedford Park Police Department

Bedford Park PD Policy Manual

Citation Dismissal, Correction, and Voiding

425.6 DISPOSITION OF CITATIONS

The court and file copies of all citations issued by members of this department shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Division.

Upon separation from employment with this department, all employees issued citations books shall return any unused citations to the Records Division.

Foot Pursuits

426.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue a pursuit of suspects on foot.

426.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

426.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances present at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.

Bedford Park Police Department

Bedford Park PD Policy Manual

Foot Pursuits

- (e) Air support.
- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

426.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm, radio, or other essential equipment.
- (l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

Foot Pursuits

- (o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

426.5 RESPONSIBILITIES IN FOOT PURSUITS

426.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

426.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

426.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible;

Bedford Park Police Department

Bedford Park PD Policy Manual

Foot Pursuits

the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor, when practicable, shall promptly proceed to the termination point to direct the post-foot pursuit activity.

426.5.4 DISPATCH RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Notifying and coordinating with other involved or affected agencies as practicable.
- (e) Notifying the Shift Commander as soon as practicable.
- (f) Assigning an incident number and logging all pursuit activities.

426.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Bedford Park Police Department

Bedford Park PD Policy Manual

Foot Pursuits

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Homeless Persons

427.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Bedford Park Police Department recognizes that members of the homeless community are often in need of special protection and services. It is the goal of the Bedford Park Police Department to address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

427.1.1 POLICY

It is the policy of the Bedford Park Police Department to provide law enforcement services and to protect the rights, dignity and private property of all members of the community, regardless of their socioeconomic status. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

427.2 HOMELESS COMMUNITY LIAISON

If appropriate for proper handling of contacts with homeless persons and adherence to this policy, the Chief of Police will designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

- (a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.
- (c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
 - 1. Proper posting of notices of trespass and clean-up operations.
 - 2. Proper retention of property after clean-up, including procedures for owners to reclaim their property in accordance with the Property and Evidence Section Policy and other established procedures.
- (e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.
- (f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

Homeless Persons

1. This should include what constitutes a reasonable expectation of privacy for the property of a homeless person (775 ILCS 45/5).

427.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. When encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers may consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. However, nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

427.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

427.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public (775 ILCS 45/10(a)(7)). Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of homeless persons.

Bedford Park Police Department

Bedford Park PD Policy Manual

Homeless Persons

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer or a Supervisor.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer or a Supervisor if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer or a Supervisor to address the matter in a timely fashion.

427.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention.

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

427.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to our environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Firearm Concealed Carry

428.1 PURPOSE AND SCOPE

This policy provides guidance for responding to situations involving individuals who possess concealed carry handgun licenses under the provisions of the Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et seq.).

428.2 POLICY

The Bedford Park Police Department respects the rights of individuals to carry concealed handguns in compliance with the Illinois Firearm Concealed Carry Act.

It is the policy of the Bedford Park Police Department to not unreasonably interfere with or discriminate against individuals who lawfully carry concealed handguns.

428.3 OFFICER RESPONSIBILITY

When an officer initiates an investigative stop, including a traffic stop, and determines that any persons contacted, including passengers, are in possession of concealed firearms and are license holders, the duration of the contact may only be extended by the amount of time reasonably necessary to verify the validity of the license or to verify that possession of the weapon is lawful, absent reasonable suspicion of other criminal activity.

If an officer reasonably believes a person is a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), the officer shall report this information to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that ISP has been notified and the manner of notification should be documented.

The officer should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). Officers are cautioned that a search warrant may be needed before seizing weapons or entering a residence or other place to search, unless a lawful, warrantless entry has already been made (e.g., exigent circumstances, consent).

428.3.1 OFFICER SAFETY

If an officer reasonably believes it is necessary for the safety of anyone present, the officer may secure a firearm or direct that it be secured during any contact with a licensee lawfully carrying a firearm or non-resident lawfully transporting a firearm in a vehicle. The officer shall return the firearm to the person after it is determined he/she is not a threat to the safety of any person present unless he/she is being transported to another location for treatment, in which case the officer shall proceed as provided in the Firearms in Non-Custody Situations section of this policy (430 ILCS 66/10(h-1)).

Firearm Concealed Carry

428.4 FIREARMS IN CUSTODY SITUATIONS

No person shall be transported in a department vehicle or be brought into a department facility or other prohibited facility while armed. If no other reasonable accommodation for the firearm is available, officers should take possession of the firearm, safely secure it during transport and retain possession until the person is released. If the person is not released, the firearm will be submitted to the Property and Evidence Section as evidence or for safekeeping.

If a licensee's vehicle is towed and his/her firearm is in the vehicle, officers should handle the vehicle inventory in a manner that is consistent with the Vehicle Towing Policy. The officer should remove any firearms and submit them to the Property and Evidence Section for either safekeeping or evidence, whichever is appropriate for the circumstances.

If the firearm is locked in a storage container inside the vehicle and is not considered evidence, officers should ask the licensee whether he/she prefers to have the firearm secured for safekeeping in the Property and Evidence Section or left with the vehicle. If the licensee chooses to leave the firearm with the vehicle, his/her decision should be documented in the incident report or towed vehicle report.

The handling officer should provide a receipt, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Section Policy.

428.5 FIREARMS IN NON-CUSTODY SITUATIONS

If a licensee who is in lawful possession of a firearm is encountered under circumstances where he/she cannot adequately secure the firearm, (i.e., is incapacitated or being transported to the hospital for medical reasons), the firearm shall be retained and submitted to the Property and Evidence Section for safekeeping.

The handling officer should provide a receipt documenting the make, model, caliber and serial number of the firearm, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Section Policy (430 ILCS 66/10(h-1)).

428.6 OBJECTIONS TO LICENSE APPLICATIONS

State law allows law enforcement agencies to file an objection to a license applicant when there is reasonable suspicion that the applicant is a danger to him/herself or others, or poses a threat to public safety (430 ILCS 66/15(a)). Any member who becomes aware of a license applicant who the member reasonably suspects is a danger to him/herself or others, or who poses a threat to public safety should promptly forward an incident report or a memorandum, as appropriate, to the Chief of Police or the authorized designee for approval and forwarding to ISP.

428.7 SURRENDER OR SEIZURE OF LICENSES

Members receiving a concealed carry license that has been voluntarily surrendered to the department because it has been revoked, suspended or denied shall provide the individual

Bedford Park Police Department

Bedford Park PD Policy Manual

Firearm Concealed Carry

surrendering the license with a receipt and ensure that the license is forwarded to ISP (430 ILCS 66/70). Members will prepare an incident report documenting the surrendering of any concealed carry license.

Officers should seize concealed carry licenses when the officer serves an order of protection and the person served is known to possess a concealed carry license. A notification of the order and the license must be forwarded to ISP within seven days of the date the order was served (430 ILCS 66/70).

It is a misdemeanor for a person to fail to surrender a concealed carry license within 48 hours of receiving notice of the revocation, denial or suspension of the license. Officers observing a license in the possession of a person whose license has been revoked, suspended or denied should consider seizing the license as evidence, if there are articulable facts that establish the person was aware of the revocation, suspension or denial. If the license is seized as evidence, ISP should be notified as soon as practicable. A copy of the report should be forwarded to ISP.

Suspicious Activity Reporting

429.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

429.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

429.2 POLICY

The Bedford Park Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

429.3 RESPONSIBILITIES

The Investigation Supervisor and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigation Supervisor include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

Suspicious Activity Reporting

- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

429.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

429.5 HANDLING INFORMATION

The Records Division will forward copies of SARs, in a timely manner, to the following:

- Investigation Division supervisor
- Crime Analysis Unit
- Other authorized designees

Medical Aid and Response

430.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

430.2 POLICY

It is the policy of the Bedford Park Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

430.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Dispatch and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex and age, if known.
 - 4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should secure the scene whenever practicable while awaiting the arrival of EMS and advise dispatch whether or not the scene is secure for EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Medical Aid and Response

430.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

430.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer should contact dispatch to have EMS respond to the scene.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

430.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, the officer should contact dispatch to have EMS respond to the scene and advise the Shift Supervisor of the situation.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Medical Aid and Response

430.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

430.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

430.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after he/she has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization or rules existing under the AED Act, 410 ILCS 4/20.

430.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the supervisor who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member using an AED shall notify Dispatch as soon as possible and request response by EMS (410 ILCS 4/20).

430.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

Bedford Park Police Department

Bedford Park PD Policy Manual

Medical Aid and Response

430.8.3 AED TRAINING AND MAINTENANCE

The appropriate Training Officer shall ensure that the Bedford Park Police Department is equipped with at least one operational and functional AED and that all AED are appropriately maintained and tested (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

Records of all maintenance and testing should be maintained in accordance with the established records retention schedule.

The Training Officer shall ensure that an adequate number of members receive training in the use of an AED (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

430.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

The Training Officer shall maintain written procedures to manage the department's acquisition, storage, transportation, training and administration of opioid overdose medication (20 ILCS 301/5-23).

Members who have received training may administer opioid overdose medication in accordance with protocol specified by the health care professional who prescribed the overdose medication for use by the member (20 ILCS 301/5-23).

430.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Officer.

Any member who administers an opioid overdose medication should contact Dispatch as soon as possible and request response by EMS.

430.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

430.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Training Officer should ensure training is provided to members authorized to administer opioid overdose medication that includes information and training on drug overdose prevention, recognition, the administration of an overdose medication and care for the person after administration of the medication as provided in 20 ILCS 301/5-23.

430.10 ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS

The Training Officer shall create and maintain procedures for the acquisition, storage, transportation, administration and disposal of epinephrine auto-injectors (50 ILCS 705/10.19(e)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Medical Aid and Response

Members who have successfully completed ILETSB-approved training program to recognize and respond to anaphylaxis and administer an epinephrine auto-injector may carry and administer an epinephrine auto-injector for suspected anaphylaxis (50 ILCS 705/10.19(d)).

430.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to carry and administer epinephrine should handle, store and administer epinephrine auto-injectors consistent with their training, any protocol specified by the health care professional who prescribed epinephrine auto-injectors to the Bedford Park Police Department and department procedures.

Members should check the auto-injectors at the beginning of their shift to ensure they are not expired. Any expired medication should be removed from service and given to the Training Officer or disposed of in accordance with department procedures.

Any member who administers epinephrine should contact Dispatch as soon as possible and request response by EMS.

430.10.2 EPINEPHRINE REPORTING

Any member who administers epinephrine should detail its use in an appropriate report.

430.10.3 EPINEPHRINE TRAINING

The Training Officer should ensure that members authorized to administer an epinephrine auto-injector are provided with initial and refresher training that meets the requirements of 50 ILCS 705/10.19(c).

Civil Disputes

431.1 PURPOSE AND SCOPE

This policy provides members of the Bedford Park Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Illinois law.

431.2 POLICY

The Bedford Park Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

431.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Civil Disputes

431.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

If an arrest is made, a copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

431.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

431.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

431.5.1 REPOSSESSIONS

Repossessions are civil in nature, but can precipitate the commission of criminal or quasi-criminal offenses. Illinois law provides that a seller retains an interest in sold property until full payment is tendered to him by the buyer. Unless otherwise agreed by the seller and buyer, the seller has the right to repossess the property if payment is not received according to the terms of the contract. The seller may repossess the

Bedford Park Police Department

Bedford Park PD Policy Manual

Civil Disputes

property without giving the buyer notice, and without judicial approval or court order if the repossession can be accomplished "without breach of peace". A breach of the peace includes any conduct violating any statute or ordinance. Attempting to repossess property over the objection of a person at the scene with a possessory interest in the property, or entering into private dwellings or enclosed structures, is sufficient to constitute a breach of the peace .

Officers encountering incidents relative to repossession of property will:

- (a) Establish the identity of the person taking possession of the property and that person's authority to repossess that property.
- (b) Establish the identity of any person at the scene disputing the taking of the property, and that person's possessory interest in the property. Possessory interest includes that of the actual buyer who is allegedly delinquent in payments, or a third person who is legitimately and actually in possession of the property as authorized by the buyer.
- (c) Determine if a person with a possessory interest is at the scene objecting to the repossession, i.e., before the repossession has been completed. Advise the reposessor that he should resort to legal process to enforce his right to repossession. Repossession can be properly completed only if the property can be successfully removed from the scene of the repossession without objection by a person at the scene with a possessory interest, or without entering into private dwellings or enclosed structures, or without violating any statutes or ordinances.

Officers normally will not interfere with the civil aspects of repossession, and will confine their activities to keeping the peace. Officers that encounter or are informed that a repossession will take place are to notify the communications desk. An incident number should be created, and the necessary information recorded, to eliminate the possibility of a theft report being filed at a later time.

431.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

First Amendment Assemblies

432.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

432.2 POLICY

The Bedford Park Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

432.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disorderly conduct. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Bedford Park Police Department

Bedford Park PD Policy Manual

First Amendment Assemblies

432.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

Care should be taken to ensure that any simultaneous audio recording does not violate the Illinois Eavesdropping Act (720 ILCS 5/14-2; 720 ILCS 5/14-3).

432.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

432.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

432.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.

Bedford Park Police Department

Bedford Park PD Policy Manual

First Amendment Assemblies

- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

432.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

- (a) Command assignments, chain of command structure, roles and responsibilities.
- (b) Staffing and resource allocation.
- (c) Management of criminal investigations.
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
- (e) Deployment of specialized resources.
- (f) Event communications and interoperability in a multijurisdictional event.
- (g) Liaison with demonstration leaders and external agencies.
- (h) Liaison with Village government and legal staff.
- (i) Media relations.
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
- (k) Traffic management plans.
- (l) First aid and emergency medical service provider availability.
- (m) Prisoner transport and detention.
- (n) Review of policies regarding public assemblies and use of force in crowd control.
- (o) Parameters for declaring an unlawful assembly.
- (p) Arrest protocol, including management of mass arrests.
- (q) Protocol for recording information flow and decisions.
- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

First Amendment Assemblies

- (s) Protocol for handling complaints during the event.
- (t) Parameters for the use of body-worn cameras and other portable recording devices.

432.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

432.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

432.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

First Amendment Assemblies

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

432.8 ARRESTS

The Bedford Park Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

432.9 MEDIA RELATIONS

The Chief of Police or his designee should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

432.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

First Amendment Assemblies

432.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, Dispatch records/tapes
- (g) Media accounts (print and broadcast media)

432.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with Village legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

432.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Bedford Park Police Department. Traffic crash information provided by the Illinois Department of Transportation is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

Several methods are effective in the reduction of collisions:

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Function and Responsibility

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Criminal Code.

500.4 STOP CARDS

Whenever an officer stops a motorist and conducts a search of any occupant, property or the vehicle, a Stop Card will be completed.

500.5 SEIZURE OF ITEMS

Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, cancelled, suspended or unlawfully issued shall seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).

500.6 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Function and Responsibility

of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

Traffic Crash Reporting

501.1 PURPOSE AND SCOPE

The Bedford Park Police Department prepares traffic crash reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR1050) Manual and as a public service makes traffic crash reports available to the community with some exceptions.

501.2 RESPONSIBILITY

The Illinois Department of Transportation will be responsible for the distribution of the Illinois Traffic Crash Report Manual. The Training Manager will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC CRASH REPORTING

All traffic crash reports taken by members of this department shall be forwarded to the Patrol Supervisor for approval and data entry into the Records Management System. The Records Department will be responsible for monthly and quarterly reports on traffic crash statistics to be forwarded to the Chief of Police or other persons as required.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC CRASHES INVOLVING VILLAGE VEHICLES

Traffic crash investigation reports shall be taken when a Village-owned vehicle is involved in a traffic crash upon a roadway or highway or on private property when any damage or injury results.

Photographs of the crash scene and vehicle damage shall be taken at the request of a supervisor.

Reports required:

- (a) An Illinois Traffic Crash Report (SR1050) shall be prepared by the Illinois State Police or the Cook County Sheriff's Department if the crash occurred within the jurisdiction of the Bedford Park Police Department.
- (b) If the crash occurred in another jurisdiction, the appropriate agency having jurisdiction shall be notified for completion of a traffic crash report.

501.4.2 TRAFFIC CRASHES WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic crash within the jurisdiction of the Bedford Park Police Department, the vehicle operator shall:

- (a) Allow the vehicle to remain in post-crash position if traffic conditions permit. Under no circumstances should the vehicle be removed from the immediate vicinity.
- (b) Request the radio operator to dispatch a supervisor to the crash scene.
- (c) Immediately provide aid and transportation for the injured if necessary.
- (d) Prepare a narrative memorandum explaining the circumstances of the traffic crash.

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Crash Reporting

When an employee of this department, either on-duty or off-duty, is involved in a traffic crash within the jurisdiction of the Bedford Park Police Department, the Shift Commander shall:

- (a) Request the completion of a traffic crash report by the Illinois State Police or the Cook County Sheriff's Department if the crash occurred within the jurisdiction of the Bedford Park Police Department.
- (b) If the crash occurred in another jurisdiction, the appropriate agency having jurisdiction shall be notified for completion of the crash report.
- (c) Obtain photographs of the crash scene and vehicle damage.
- (d) Prepare an internal Supervisor Traffic Crash Report which shall include the following information:
 - 1. Bedford Park incident report number and the SR1050 traffic crash report number.
 - 2. Offense charge(s), citation numbers and court date if a citation or arrest occurs as a result of the traffic crash.
 - 3. Name and insurance information from all involved drivers.
 - 4. Nature and seriousness of injuries and/or property damage as a result of the traffic crash.
 - 5. Witness statements.
 - 6. Photographs.
 - 7. A statement as to whether the member's crash was "preventable" or "non-preventable" with documentation supporting the conclusion.
 - 8. Any recommendations that would help to prevent similar crashes in the future.
- (e) Forward all reporting documents and photographs to the Chief of Police.

If the member vehicle operator is disabled and cannot prepare the necessary reports, the investigating supervisor will, when medically permissible, interview the injured member and prepare the report(s) for the member.

The investigating supervisor will examine the damaged vehicle to determine if it is safe for use considering both mechanical defects and unsightliness. If it is determined that the vehicle is not safe for use or unsightly, the vehicle may be towed or driven to the station or directly to an authorized repair facility.

[See attachment: 501 - SUPERVISOR TRAFFIC CRASH REPORT FORM.pdf](#)

501.4.3 TRAFFIC CRASHES WITH OTHER VILLAGE EMPLOYEES OR OFFICIALS

Traffic crash investigation reports shall be taken when any Village employee or official is involved in a traffic crash upon a roadway or highway or on private property when any damage or injury results.

Photographs of the crash scene and vehicle damage shall be taken at the request of a supervisor.

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Crash Reporting

Reports required:

- a. An Illinois Traffic Crash Report (SR1050) shall be prepared by the Illinois State Police or the Cook County Sheriff's Department if the crash occurred within the jurisdiction of the Bedford Park Police Department.
- b. If the crash occurred in another jurisdiction, the appropriate agency having jurisdiction shall be notified for completion of a traffic crash report.

501.4.4 TRAFFIC CRASHES ON PRIVATE PROPERTY

Generally, traffic crash reports shall be taken for traffic crashes occurring on private property. A traffic crash report need not be completed if all parties are in agreement not to complete such traffic crash report, unless there is a death or injury to any person involved, damage to the property of any one person in excess of \$1,500 (or \$500 if any of the involved vehicles are uninsured in violation of 625 ILCS 5/7-601), a hit-and-run violation, other criminal traffic violation or a school bus is involved.

501.4.5 TRAFFIC CRASHES ON ROADWAYS OR HIGHWAYS

Traffic crash reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the crash.
- (b) When there is damage to the property of any one person valued over \$500, including the driver.
- (c) When there is an identifiable violation of the Illinois Vehicle Code or similar local ordinance.
- (d) When a report is requested by any involved drivers.
- (e) Whenever a school bus is involved.

501.5 TRAFFIC CRASH RECONSTRUCTION

In the event of a serious injury or death related traffic crash, the Shift Commander shall notify the South Suburban Major Accident Reconstruction Team (S.S.M.A.R.T.), the Illinois State Police or the Cook County Sheriff's Police Department to seek assistance when a traffic crash reconstruction is needed.

501.5.1 SUPERVISORY DISCRETION

A supervisor may, if appropriate to the circumstances, request assistance from an allied agency, the County Sheriff, or the Illinois State Police for the investigation of any traffic crash.

501.6 VEHICLE CRASH REVIEW PROCESS

501.6.1 PURPOSE

This policy provides the authority and operating procedures for review of agency motor vehicle crashes.

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Crash Reporting

501.6.2 POLICY

Motor vehicle crashes involving department vehicles present serious potential risks to agency personnel and the public as well as considerable financial loss due to injury, loss of manpower, vehicle damage, and possible tort liability. Therefore, a motor vehicle crash review process has been established for evaluating crashes involving department vehicles in order to determine cause and to institute corrective and preventable actions where possible. In addition, this process will provide a foundation for potential disciplinary action if the investigation results in the finding of negligence on behalf of the officer.

501.6.3 DEFINITIONS

Motor Vehicle Crash - For the purpose of this policy, a motor vehicle crash is any collision of a vehicle with another vehicle, stationary object, or person that is owned by or assigned to this department and which results in property damage or personal injury.

501.6.4 PROCESS

(a) Board Authority and Responsibility

1. This department's Vehicle Crash Review Board (VCRB) shall be responsible for conducting administrative reviews and/or hearings regarding motor vehicle crashes that involve members using department motor vehicles
2. The VCRB is responsible for reviewing all aspects of department motor vehicle crashes and identifying causative and/or contributory factors where possible.
3. The VCRB shall serve in an advisory capacity only, using this department's chain of command to present findings and make recommendations to the Chief or his designate.
4. The VCRB may draw conclusions concerning officer culpability in motor vehicle crashes but may not recommend discipline or other personnel action. All decisions and procedures in these regards are governed by other department policy.

(b) Board Composition

1. The VCRB shall consist of at least three and not more than five voting members as determined and selected by the Chief.
2. The board shall be supervised by a senior supervisor or command-level officer for a period of time designated by the Chief.
 - (a) The chairperson shall be responsible for establishing board operating procedures not otherwise specified in this policy, subject to approval of the Chief.
 - (b) The chairperson shall ensure that all commands of this department are provided with current operating procedures of the VCRB.
3. Other members of the board shall be assigned on a staggered, rotating basis from a list of eligible supervisory and line officers.
 - (a) Length of service of VCRB members shall be determined by the Chief.

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Crash Reporting

- (b) Eligibility for service on the VCRB shall be determined by the board chairperson based on the member's experience, training, related qualifications and having not been involved in a traffic crash for a period of three (3) years.
 - 4. The VCRB chairperson may appoint a non-voting board coordinator on a permanent or temporary basis for the purpose of processing departmental motor vehicle crash reports, scheduling cases for review or hearing and processing disposition reports, among other tasks.
 - 5. Any member of the VCRB who does not feel capable of making an impartial decision in a given case for any reason shall request replacement for purposes of that specific case review.
 - 6. The VCRB chairperson has the authority to call members of the department to testify at board hearings or to provide written statements necessary for board review.
 - 7. Recommendations of the VCRB shall be made by a simple majority of at least three members present.
- (c) VCRB Proceedings
- 1. The VCRB shall convene as soon as practicable following a departmental-involved motor vehicle crash for hearings and/or deliberations.
 - 2. The board may reach conclusions based on investigative reports submitted from department personnel and/or witness statements.
 - 3. The board's findings will be classified in one of two ways as follows.
 - (a) Non-Preventable Crash - A crash shall be classified as non-preventable when it is concluded that the member/operator exercised reasonable caution to prevent the crash from occurring and observed applicable department policy, procedures and training.
 - (b) Preventable Crash - A crash shall be deemed preventable when the member/operator failed to observe department policy, procedures or training, and/or failed to exercise due caution or defensive driving tactics.
 - 4. As soon as practicable after completing its' review, the VCRB shall submit a preliminary written report of its' findings, conclusions and recommendations to the involved officer(s) and the Chief. Recommendations do not include disciplinary recommendations but may include the following.
 - (a) Remedial or refresher training of vehicle operator.
 - (b) Modifications in or evaluation of equipment.
 - (c) Modifications in department policy, procedures, training or tactics.
 - 5. Where uncontested (see appeal process) within ten (10) days or otherwise unmodified, the preliminary report of findings of the VCRB shall be considered final.

Bedford Park Police Department

Bedford Park PD Policy Manual

Traffic Crash Reporting

6. Finalized VCRB reports shall be forwarded to the Chief of Police for appropriate distribution and action considering the nature and cause of the crash and any recommendations for coercive, remedial or preventative measures made by the board.
- (d) Appeal Process
1. Officers may appeal findings and recommendations of the VCRB regarding preventable crashes by submitting a written appeal to the VCRB within ten (10) days of the issuance of its' preliminary report.
 - (a) Appeals must be accompanied by a written statement specifying points of disagreement with, or perceived oversights in, board findings and/or provide additional information not previously considered that may bear on the board's findings and recommendations.
 - (b) All appeals shall be scheduled for a review at the next VCRB meeting and any modifications to original findings or recommendations shall be forwarded to the Chief.

Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY

The Bedford Park Police Department will tow vehicles when appropriate and in accordance with the law.

502.2.1 DEFINITIONS

Abandoned Vehicle - Means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has been left unattended for any amount of time and is creating a traffic hazard because of its position in relation to the highway or its physical appearance is causing the impeding of traffic; or for 2 hours or more on a toll highway, interstate highway, or expressway; or on a highway in an urban district 10 hours or more; or outside of an urban district for 24 hours or more; or on private property for 7 consecutive days or more (625 ILCS 5/4-201; 625 ILCS 5/4-203).

Derelict Vehicle - Means any inoperable, unregistered, discarded motor vehicle, regardless of title, that constitutes a danger, hazard, or blight (625 ILCS 5/4-301).

Hazardous Dilapidated Motor Vehicle - Means any motor vehicle with a substantial number of essential parts, as defined by Section 1-118 of The Illinois Vehicle Code, either damaged, removed or altered or otherwise so treated that the vehicle is incapable of being driven under its own motor power or, which by its general state of deterioration, poses a threat to the public's health, safety and welfare.

Highway - Means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel or located on public school property (625 ILCS 5/1-126).

Inoperable Motor Vehicle - Means any motor vehicle from which, for a period of at least 7 days or any greater period fixed by ordinance, the engine, wheels or other parts have been removed, or on which the engine, wheels or other parts have been altered, damaged or otherwise so treated that the vehicle is incapable of being driven under its own motor power.

Owner - Means the registered owner, lien-holder, or other person legally entitled to the possession of a vehicle.

502.3 REMOVAL OF ABANDONED VEHICLES

See attachment: [502 - VEHICLE REMOVAL AUTHORIZATION.pdf](#)

An abandoned vehicle on private property shall be authorized for removal only after a waiting period of at least 10 days. A vehicle tow sticker shall be applied to the vehicle's window indicating

Vehicle Towing

the 10-day period prior to removal. Such removal after 10 days is at the request and expense of the property owner or manager and a Vehicle Removal Authorization form shall be completed prior to towing. If the vehicle is a hazardous dilapidated motor vehicle it may may be removed immediately.

502.4 REMOVAL OF UNATTENDED VEHICLES

An unattended vehicle may be removed if it is on a highway after 10 hours. If the vehicle is creating a traffic hazard it may be removed immediately because of its position on the highway or on property adjacent to the highway or if its physical appearance is impeding traffic.

502.5 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Dispatch to expedite the process.

If the owner or operator is unable to arrange for towing in a timely manner given the circumstances, and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (625 ILCS 5/4-203).

Vehicles that are not the property of the Village should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.6 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene or if allowed by Bedford Park Village Code (Title 10/Chapter 21).

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Towing

502.6.1 MANDATORY INSURANCE TOW

A person driving or in actual physical control of a vehicle while his or her driver's license, permit or privilege to drive is suspended, revoked, canceled or if unlicensed and has no proof of vehicle insurance shall have his or her vehicle impounded by the arresting officer (625 ILCS 5/603-e).

The towed vehicle may be released to any licensed driver upon showing proof of insurance for the vehicle and notarized written consent from the owner for its release (625 ILCS 5/6-303-e).

502.6.2 D.U.I. TOW

A person under arrest for a violation of Section 11-501 (Driving Under the Influence) shall have his or her vehicle impounded for a period of not more than 12 hours after the time of arrest if the officer reasonable believes that such person under arrest is likely, upon release, to commit a subsequent violation of Section 11-501. However, such vehicle may be released prior to the end of the impoundment period if:

- (a) The vehicle was not owned by the person under arrest.
- (b) The lawful owner requesting such release possesses a valid operator's license, proof of ownership and would not indicate a lack of ability to operate a motor vehicle in a safe manner.
- (c) The vehicle is owned by the person under arrest and the person under arrest gives permission to another person to operate such vehicle provided that such person possesses a valid operator's license and would not indicate a lack of ability to operate a motor vehicle in a safe manner.

A person under arrest for a violation of Section 11-501 shall have his or her vehicle impounded for a period of not more than 24 hours for a second violation or not more than 48 hours for a third violation of Section 11-501 (625 ILCS 5/4-203-e).

502.6.3 ADMINISTRATIVE PENALTY TOWING FEE

See attachment: [502 - NOTIFICATION OF VEHICLE IMPOUNDMENT.pdf](#)

A motor vehicle operated with the permission, expressed or implied, of the owner of record, that is used in connection with any of the following violations set forth in Bedford Park Village Code Title 10, Chapter 21, may be towed and impounded.

- (a) Driving and operating a motor vehicle while intoxicated.
- (b) Vehicle contained a controlled substance or cannabis.
- (c) Driving without a valid driver's license or while driver's license is suspended, canceled or revoked.
- (d) Failure to provide proof of vehicle insurance and driver has a prior conviction for same within the past 12 months.
- (e) Vehicle bearing false, stolen or altered state temporary registration permit.
- (f) Unlawful firearm in motor vehicle.
- (g) Unlawful fireworks in motor vehicle.

Vehicle Towing

- (h) Vehicle used in the course of illegal dumping.
- (i) Fleeing or eluding.
- (j) Vehicle used in the course of prostitution.
- (k) Sound amplification system in vehicle (clearly audible at a distance greater thanb 75 feet).
- (l) Driving with a warrant of the Court.
- (m) Any other misdemeanor, felony or forcible felony as defined in the Illinois Criminal Code.

A person arrested for any of the above violations in which their vehicle is towed and impounded shall sign in acknowledgment a Notification of Vehicle Impoundment form and be provided a copy of such.

A vehicle towed pursuant to this section may be released upon payment of a \$500 administrative penalty fee, plus other applicable fees, towing fees and storage fees.

502.7 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

Recovered stolen vehicles are to be towed for safekeeping whenever the owner cannot, within a reasonable period of time, make arrangements to recover the vehicle. Recovered stolen vehicles will be towed immediately if recovered on a highway or subsequent to an arrest.

502.8 RECORDS

Records Division members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.8.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete a vehicle tow report. The report should be submitted to the Records Division as soon as practicable after the vehicle is towed.

A copy of the vehicle tow report for a vehicle towed pursuant to 625 ILCS 5/4-202 or 625 ILCS 5/4-203 shall be provided to the tow service (625 ILCS 5/4-204).

502.8.2 NOTICE OF TOW

The Records Division should send a notice of tow to all registered owners, lienholders and others having a recorded interest in the vehicle within 48 hours, excluding weekends and holidays, but in no event shall the notice be sent later than 10 business days after the tow. Notice shall be sent to all such individuals by certified mail (625 ILCS 5/4-205). The notice shall include:

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Towing

- (a) The name, address and telephone number of the Bedford Park Police Department.
- (b) The location where the vehicle is stored.
- (c) A description of the vehicle, including:
 - 1. Color.
 - 2. Manufacturer year.
 - 3. Make and model.
 - 4. License plate number and/or Vehicle Identification Number (VIN).
 - 5. Mileage.
- (d) The authority and purpose for the removal of the vehicle.
- (e) An explanation of the procedure for release of the vehicle and for obtaining a vehicle tow hearing.
- (f) A request for disposition for the vehicle and any information regarding a public sale of the vehicle, if applicable.

If the registered owner, lienholder or other persons having a recorded interest in the vehicle cannot be immediately determined, the notice shall be sent no later than two days after such determination can be made (625 ILCS 5/4-205).

502.9 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation system established by the Department for tow services should be followed (625 ILCS 5/4-203.5).

502.9.1 TOW ROTATION LIST

The Patrol supervisor is responsible for ensuring that tow rotation lists to be used by department members when authorizing tows is established and maintained (625 ILCS 5/4-203.5). All complaints regarding the process for inclusion on a tow rotation list or the use of a tow rotation list shall be forwarded to the Chief of Police.

Members should only deviate from the rotation list in the following circumstances (625 ILCS 5/4-203.5):

- (a) A safety emergency justifies deviation.
- (b) The tow service next on the list is incapable of or not properly equipped for handling a specific task related to the tow that requires special skills or equipment.

Members should document the reason for any deviation.

Towing firms are prohibited from soliciting tows that have not been requested by a member or the owner or operator of a disabled vehicle. Members should tell any such tow operator who is present or arrives to leave the scene (625 ILCS 5/4-203.5).

Vehicle Towing

502.10 VEHICLE INVENTORY

See attachment: [502 - VEHICLE TOW REPORT.pdf](#)

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the vehicle tow report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.
- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.
- (c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will be opened for inventory purposes if the container can be opened without damaging it.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report.

When practicable and appropriate, cash, jewelry or other small valuables located during the inventory process should be removed from the vehicle and given to the owner, or booked into property for safekeeping in accordance with the Property and Evidence Section Policy. A copy of the property record should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle tow report will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

Vehicle Towing

502.11 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

502.12 RELEASE OF TOWED VEHICLES

Towed vehicles may be released to the registered owner or lien-holder of the vehicle provided the following requirements are met:

- (a) A valid licensed driver is present.
- (b) Proof of motor vehicle insurance has been satisfied if towed pursuant to a Mandatory Insurance Tow.
- (c) Mandatory D.U.I. impoundment periods have been met.
- (d) Payment for administrative penalty towing fees have been fulfilled (if applicable).

If the registered owner or lien-holder of a towed vehicle is unable to be present for the release of a vehicle, the vehicle may be released to an authorized person as provided on a notarized written consent letter from the owner or lien-holder of the vehicle.

Vehicle Tow, Storage and Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings.

503.2 VEHICLE TOWS, STORAGE OR IMPOUNDS

When a vehicle is towed or stored by any member of the Bedford Park Police Department, a hearing may be conducted upon the request of the registered or legal owner of the vehicle or their agent. Hearings for vehicles that are impounded pursuant to a local impound ordinance shall follow hearing procedures provided within the ordinance. Vehicles that are impounded for the purpose of statutory seizure shall have hearings in compliance with the statute.

503.2.1 HEARING PROCEDURES

The vehicle tow or storage hearing is an informal process to evaluate the validity of the tow or storage of a vehicle. Any relevant evidence may be submitted and reviewed by the hearing officer to determine if the vehicle in question was properly towed and/or stored in accordance with the law and Bedford Park Police Department policies and procedures. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a towed and/or stored vehicle shall be submitted in person, writing, or by telephone within ten days of the date appearing on the notice. The Hearing Officer shall be designated by the Chief of Police. If the Hearing Officer is not available, the Chief of Police may assign another officer to serve as the Hearing Officer. The person requesting the hearing may record the hearing at his/her own expense.

The Hearing Officer shall consider all information provided and determine the validity of the towing and/or storage of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of period the vehicle is impounded.

If a decision is made that the vehicle was properly towed and/or stored within the law and department policy, and that mitigating circumstances are not a factor, the hearing officer shall so advise the inquiring party.

A decision that the vehicle was not towed and/or stored in a lawful manner or within department policy will require that the vehicle in storage be released immediately and any or all towing and storage fees will be waived.

If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage, or assessment of fees as warranted.

If a decision is made that the vehicle was not towed and/or stored in a lawful manner or within department policy, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the Chief of Police. The hearing officer will recommend

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Tow, Storage and Impound Hearings

to the Chief of Police that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Bedford Park Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Illinois's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Chief or his/her designee will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in Illinois or another jurisdiction.

[See attachment: 504 - ALCOHOL INFLUENCE REPORT \(1 OF 2\).pdf](#)

[See attachment: 504 - ALCOHOL INFLUENCE REPORT \(2 OF 2\).pdf](#)

504.4 FIELD TESTS

The National Highway Transportation Safety Administration (NHTSA) should identify standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

Impaired Driving

504.4.1 MEDICAL CANNABIS CARDHOLDER

A person who is a medical cannabis card holder and is reasonably suspected of driving or in actual physical control of a motor vehicle while impaired by the use of cannabis is deemed to have consented to standardized field sobriety tests (625 ILCS 5/11-501.9(a)).

504.5 CHEMICAL TESTS

A person implies consent under Illinois law to a chemical test or tests, and to providing the associated sample, under any of the following:

- (a) The arresting officer has probable cause to believe that the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof (625 ILCS 5/11-501.1).
- (b) The person is arrested for driving a vehicle involved in a motor vehicle accident resulting in personal injury or death of any person (625 ILCS 5/11-401).
- (c) The person was driving or in actual physical control of a vehicle and involved in a personal injury or fatality accident (625 ILCS 5/11-501.6).
- (d) The person is under the age of 21, was driving or in actual physical control of a vehicle and the officer has probable cause to believe that the person has consumed any amount of an alcoholic beverage (625 ILCS 5/11-501.8).

Chemical tests shall be taken pursuant to the standards promulgated by the Department of State Police (625 ILCS 5/11-501.2(a)).

If a person withdraws this implied consent, or is unable to withdraw consent, the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 BREATH SAMPLES

The Patrol Supervisor should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Supervisor.

504.5.2 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (625 ILCS 5/11-501.2(a)(2)). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

Bedford Park Police Department

Bedford Park PD Policy Manual

Impaired Driving

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood test because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be treated as a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.3 URINE SAMPLES

If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the person giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.5.4 STATUTORY NOTIFICATIONS

An officer requesting that a person submit to a chemical test, or to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, shall provide the person with the mandatory statutory warning.

If the person refuses to acknowledge in writing receipt of the warning regarding failure to submit to a chemical test, the officer shall document on the warning that the person refused to sign (See generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).

504.5.5 DESIGNATION OF CHEMICAL TESTS

The Illinois State Police shall designate which type of chemical tests may be administered by officers.

Officers may generally administer up to two additional tests of urine or other bodily substance even if a blood or breath test, or both, has been administered (625 ILCS 5/11-501.1(a); 625 ILCS 5/11-501.6(a); 625 ILCS 5/11-501.8(a)).

504.6 REFUSALS

When an arrestee refuses to provide a chemical sample during a DUI investigation, or to submit to field sobriety tests during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, officers should:

- (a) Advise the arrestee of the requirement to provide a sample or submit to field sobriety tests (see generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).
- (b) Audio- and/or video-record the admonishment and the response when it is practicable.

Impaired Driving

- (c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, or to submit to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis as required by law, officers shall personally serve the notice of statutory summary suspension or revocation upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person and issue the person a temporary driving permit (625 ILCS 5/11-501.1(f); 625 ILCS 5/11-501.9).

504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to a crash investigation or medical treatment of the person.
- (c) Exigent circumstances exist and the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof and caused death or personal injury to another person (625 ILCS 5/11-501.2).

504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
 - 1. This dialogue should be recorded on audio and/or video when practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.

Impaired Driving

- (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances.
 - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 ARREST AND INVESTIGATION

504.7.1 PRELIMINARY BREATH SCREENING TEST

An officer having reasonable suspicion to believe that a person is DUI may, prior to arrest, request that the person provide a sample of his/her breath for a preliminary breath screening (PBS) test using a portable device approved by the Department of State Police. The person may refuse the test, however, if a test is administered, the results may be used by the officer for the purpose of determining whether probable cause exists to require a chemical test as authorized by 625 ILCS 5/11-501.1 and 625 ILCS 5/11-501.2 (625 ILCS 5/11-501.5).

504.7.2 ADDITIONAL TESTING

A person submitting to a chemical test may have qualified medical personnel of his/her own choosing administer an additional chemical test (625 ILCS 5/11-501.2).

504.7.3 OFFICER RESPONSIBILITIES

If a person refuses to submit to a chemical test or submits to a test that discloses a prohibited alcohol or drug concentration, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the Secretary of State (SOS) (625 ILCS 5/11-501.1(d)).

If a medical marijuana card holder refuses to submit to field sobriety tests or submits to a test that discloses impairment by the use of cannabis, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the SOS (625 ILCS 5/11-501.9(e)).

504.7.4 COLLISIONS

An officer having probable cause to believe that a motor vehicle driven by or in actual physical control of a person under the influence of alcohol, other drugs, or intoxicating compounds or any combination thereof has caused the death or personal injury of another person, shall request that the person submit to a chemical test (625 ILCS 5/11-501.2(c)(2)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Impaired Driving

504.7.5 REPORTING

The Records Department shall ensure that the Department complies with all state reporting requirements pursuant to 20 ILCS 2630/5.

504.7.6 IMPOUNDMENT

An officer making an arrest for DUI should impound the vehicle driven by the arrestee when no other person is available to take lawful control of the vehicle and the arrestee may be released and have access to the vehicle within 12 hours (625 ILCS 5/4-203).

504.8 RECORDS DIVISION RESPONSIBILITIES

The Records Manager will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.8.1 WARNING NOTIFICATION

The Records Manager shall forward the warning notification and sworn report in accordance with 625 ILCS 5/11-501.1, 625 ILCS 5/11-501.6, 625 ILCS 5/11-501.8, and 625 ILCS 5/11-501.9.

504.9 ADMINISTRATIVE HEARINGS

The Records Manager will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the SOS.

504.10 TRAINING

The Training Officer should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Officer should confer with the prosecuting attorney's office and update training topics as needed.

Notice of Parking Violation Appeal Procedure

505.1 PURPOSE AND SCOPE

This policy outlines the procedure for processing the parking violation notice appeals. Disposition of notice of parking violation appeals is conducted pursuant to Illinois state law.

505.2 RESPONSIBILITIES

The Traffic Compliance Administrator shall be responsible for all parking violation notice appeals and hearings.

505.3 APPEAL

If a violator wishes to contest the matter:

- (a) The Records Division will schedule a court date for a hearing on the matter upon receipt of a completed "Request for Hearing" form. The "Request for Hearing" form is attached to the violation notice envelope.
- (b) The hearing may be conducted in person or by written appeal. Such written appeal will consist of a notarized and signed statement setting forth the facts the appellant is presenting for consideration by the hearing officer.
- (c) Written appeals are considered a waiver of the appellant's right to appear in person.

505.4 TIME REQUIREMENTS

A request for a hearing will not be provided if the mandated time limits are not adhered to by the violator.

- (a) Requests for a hearing must be postmarked by the due date indicated on the parking violation. Late requests for hearings for those who failed to prepay by the specified due dates will owe the Bedford Park Police Department the fine amount due as indicated on the violation, plus any penalties.
- (b) Registered owners of leased or rented vehicles may transfer responsibility for the violation to the lessee or renter of the vehicle at the time of the violation if the name, address, and driver's license number of the lessee/renter is provided to the processing agency.

505.5 COSTS

- (a) There is no cost for an administrative review.
- (b) The Village of Bedford Park is not responsible for the expenses incurred by any attorneys the appellant chooses to have represent them.

Disabled Vehicles

506.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

506.2 POLICY

It is the policy of the Bedford Park Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the telecommunicator should be advised of the location of the disabled vehicle and the need for assistance. The telecommunicator should then assign another available officer to respond for assistance as soon as practical.

506.4 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.4.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

Abandoned or Derelict Vehicle Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the storage and processing of vehicles parked in violation of the Village of Bedford Park Village Ordinance or state laws regulating abandoned or derelict vehicles.

507.1.1 DEFINITIONS

Definitions related to this policy include:

Abandoned vehicle - Means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has been left unattended for any amount of time and is creating a traffic hazard because of its position in relation to the highway or its physical appearance is causing the impeding of traffic; or for 2 hours or more on a toll highway, interstate highway, or expressway or expressway; or on a highway in an urban district 10 hours or more; or outside of an urban district for 24 hours or more; or on private property for 7 consecutive days or more (625 ILCS 5/4-201; 625 ILCS 5/4-203).

Derelict vehicle - Means any inoperable, unregistered, discarded motor vehicle, regardless of title, that constitutes a danger, hazard, or blight (625 ILCS 5/4-301).

507.2 VEHICLE STORAGE

Any vehicle in violation shall be towed and stored by the authorized towing service and an incident report and vehicle tow report shall be completed by the officer authorizing the storage of the vehicle.

The incident report and vehicle tow report shall be submitted to the Records Division immediately following the storage of the vehicle. It shall be the responsibility of the Records Division to immediately notify LEADS.

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Division to determine the names and addresses of any individuals having an interest in the vehicle. Notice to such individuals shall be sent first-class or certified mail.

507.3 PROCESSING DERELICT OR ABANDONED VEHICLES AS JUNK

If this department elects or is otherwise required to process a derelict or abandoned vehicle as a junk vehicle the department shall, within 15 days, complete the following (625 ILCS 5/3-117.1).

- (a) Surrender the junk vehicle's certificate of title, salvage certificate, certificate of purchase, or a similarly acceptable out of state document of ownership to the Secretary of State along with an application for a junking certificate.
- (b) Dispose of the vehicle as junk upon receipt of the junking certificate.

Bedford Park Police Department

Bedford Park PD Policy Manual

Abandoned or Derelict Vehicle Violations

Vehicles or vehicle parts that have had the manufacturer's identification number removed, altered, defaced or destroyed shall be identified in compliance with 625 ILCS 5/4-107(i) before processing as junk.

Vehicle Lockouts

508.1 PURPOSE

It is the purpose of this policy to limit the amount of time a patrol unit is taken away from his availability for assignment by the handling of lock-out complaints. It is recognized that there may be times when an emergency situation warrants a police officer to make entry into a locked vehicle with the request and permission of the registered owner of such vehicle.

508.2 POLICY

The Bedford Park Police Department will not assist the general public with lockouts unless it constitutes an emergency situation. Exceptions to this policy may be made for matters that are deemed emergency situations.

Matters that constitute an emergency situation will include, but are not limited to, the following.

- (a) Children locked inside the vehicle.
- (b) Incapacitated persons locked inside the vehicle.
- (c) Animals locked inside the vehicle.
- (d) Vehicles obstructing the highway.
- (e) Vehicle is running.
- (f) Special request by another Emergency Service (e.g., Fire Department).

Any other request for a lockout request must be approved the the Shift Supervisor.

If the request has been determined not to be an emergency, the caller shall be referred to seek their own private service.

Due to the possibility of extreme injury or death in attempting to gain entry to a vehicle with side door air bags, officers should never attempt entry into such vehicles. If unsure as to whether or not such vehicle is equipped with side door air bags, do not attempt to make entry.

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Bedford Park Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Commander.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - 5. Collect any evidence.
 - 6. Take any appropriate law enforcement action.
 - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take

Investigation and Prosecution

any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.3.3 EVIDENCE TECHNICIAN RESPONSIBILITIES

Evidence Technicians should be utilized when one of the following crime scenes are present.

- (a) Homicide.
- (b) Criminal Sexual Assault.
- (c) Robbery.
- (d) Burglary.
- (e) Residential Burglary.
- (f) Arson.
- (g) Kidnapping.
- (h) Aggravated battery.
- (i) Narcotics/Drugs.
- (j) Death investigations.
- (k) Missing persons.
- (l) Any other scene where evidence collection is needed.

Department Evidence Technicians are only to be utilized if one is on-duty.

If an Investigator has been called to respond to a crime scene, the Evidence Technician on scene will have the responsibility of ensuring the integrity of the crime scene until the Investigator's arrival. The Evidence Technician on scene will refrain from processing the scene until the arrival of the Investigator.

The on-duty Evidence Technician will at all times have access to the assigned evidence collection equipment issued to him while on-duty.

It will be the Evidence Technicians's responsibility to ensure that he/she has the necessary equipment in his evidence technician kit to properly collect evidence at a crime scene. Any equipment deficiencies should be submitted in writing to the Investigations Supervisor.

600.4 NOTIFICATION AND CALL-OUT OF INVESTIGATORS

A Shift Supervisor will make notification to the Investigations Supervisor or his/her designee for the following offenses, arrests or crime scenes.

- (a) Homicide.
- (b) Criminal Sexual Assault.
- (c) Robbery.
- (d) Burglary (for significant property loss and when the scene has been properly preserved).

Bedford Park Police Department

Bedford Park PD Policy Manual

Investigation and Prosecution

- (e) Residential Burglary.
- (f) Arson.
- (g) Kidnapping.
- (h) Aggravated battery resulting in great bodily harm or permanent disability or disfigurement.
- (i) Narcotics (felony cases only where large amounts of cash or drugs are involved).
- (j) Death investigations.
- (k) Missing persons.
- (l) Any other felony which involves the use or threat of physical force or violence against any individual.

The Shift Supervisor will make every effort to personally contact the Investigations Supervisor or designee and explain as thoroughly as possible the circumstances of the offense, arrest or crime scene. This discussion should aid the Investigator in determining needed personnel and equipment requirements. The decision to have on-duty or on-call Investigators respond to an incident is the responsibility of the Investigations Supervisor or designee.

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies.

600.5.1 AUDIO/VIDEO RECORDINGS

All custodial interrogations at the Bedford Park Police Department of suspects in investigations of offenses as provided in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

Investigation and Prosecution

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 - 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 - 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery

Bedford Park Police Department

Bedford Park PD Policy Manual

Investigation and Prosecution

to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.10 CELL SITE SIMULATOR USE

A member may only use a cell site simulator device for the purpose of locating, tracking or identifying a communications device and only after obtaining a warrant unless an exception exists as provided by 725 ILCS 168/15 (725 ILCS 137/10).

Bedford Park Police Department

Bedford Park PD Policy Manual

Investigation and Prosecution

The member shall delete non-target data that is obtained no later than once every 24 hours if a cell site simulator device is used to locate or track a known communications device, and no later than within 72 hours of the time that the unknown communications device is identified if a cell site simulator device is used to identify an unknown communication device (725 ILCS 137/15).

Asset Forfeiture

601.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Bedford Park Police Department seizes property for forfeiture or when the Bedford Park Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture -

- (a) Profits, proceeds, property, etc. derived from or used for the following crimes may be subject to forfeiture after a successful criminal prosecution:
 - 1. Involuntary servitude or certain prostitution offenses (725 ILCS 5/124B-300)
 - 2. Obscenity (725 ILCS 5/124B-405)
 - 3. Child pornography offenses (725 ILCS 5/124B-500)
 - 4. Computer crimes (725 ILCS 5/124B-600)
 - 5. Women, Infants and Children (WIC) fraud (food program for women, infants and children) (720 ILCS 5/17-6.3; 725 ILCS 5/124B-700)
 - 6. Terrorism (725 ILCS 5/124B-800)
 - 7. Animal offenses (725 ILCS 5/124B-905)
 - 8. Calculated and gang criminal drug conspiracies (720 ILCS 570/405; 720 ILCS 570/405.2)
- (b) Profits, proceeds, property etc. forfeitable through civil action under the Illinois Controlled Substances Act, the Cannabis Control Act, the Illinois Food, Drug and Cosmetic Act, or the Methamphetamine Control and Community Protection Act (725 ILCS 150/3)

Bedford Park Police Department

Bedford Park PD Policy Manual

Asset Forfeiture

- (c) Counterfeit trademark items and instrumentalities used for a violation of the Counterfeit Trademark Act (765 ILCS 1040/9)
- (d) Vehicles, vessels or aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit, many enumerated offenses (720 ILCS 5/36-1)

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

601.2 POLICY

The Bedford Park Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Bedford Park Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

601.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

601.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property that is subject to forfeiture because it constitutes evidence of a crime and may be legally seized as part of a criminal investigation, search warrant or by other court order.
- (b) Property may be seized without a court order when there is probable cause to believe that the property is subject to forfeiture under the Illinois Controlled Substances Act; the Cannabis Control Act; the Illinois Food, Drug and Cosmetic Act; the Methamphetamine Control and Community Protection Act; or the Counterfeit Trademark Act and the property is seized under circumstances in which a warrantless seizure or arrest would be reasonable (i.e., property would be lost without immediate seizure) (720 ILCS 570/505; 720 ILCS 550/12; 410 ILCS 620/3.23; 720 ILCS 646/85; 765 ILCS 1040/9).
- (c) Vessels, vehicles and aircraft may also be seized without a court order when there is probable cause to believe that the property is subject to forfeiture under 720 ILCS 5/36-1 and the property would be lost without immediate seizure. Officers may request the Attorney General or any state attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

Bedford Park Police Department

Bedford Park PD Policy Manual

Asset Forfeiture

Officers may request the Attorney General or any state attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

601.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the state attorney's current minimum forfeiture thresholds should not be seized.
- (b) If reasonably known to the officer, property held by a person known as an "innocent owner" or a "lender" who did not have knowledge or intent that would reasonably justify a seizure (725 ILCS 5/124B-130; 725 ILCS 150/8).

601.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

- (a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so. [See attachment: 601 - SEIZURE PRELIMINARY REVIEW.pdf](#) [See attachment: 601 - SEIZURE PRELIMINARY WORKSHEET.pdf](#)
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real

Bedford Park Police Department

Bedford Park PD Policy Manual

Asset Forfeiture

estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

601.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

601.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming his/her duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly 725 ILCS 150/3 et seq., 725 ILCS 5/124B-100 et seq., and the forfeiture policies of the state attorney.
- (b) Serving as the liaison between the Department, the state attorney and the Illinois State Police and ensuring prompt legal review of all seizures.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.
- (d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice receipt forms. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.

Bedford Park Police Department

Bedford Park PD Policy Manual

Asset Forfeiture

2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 3. A space for the signature of the person from whom cash or property is being seized.
 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.
- (g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Departmental Directive. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
1. Written documentation of the seizure and the items seized is in the case file.
 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
 4. Property is promptly released to those entitled to its return.
 5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 6. Any cash received is deposited with the fiscal agent.
 7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
 8. Current minimum forfeiture thresholds are communicated appropriately to officers.
 9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
- (i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

Bedford Park Police Department

Bedford Park PD Policy Manual

Asset Forfeiture

- (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
- (k) Upon completion of any forfeiture process, ensuring that no property is retained by the Bedford Park Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.
- (l) Forwarding a copy of inventories related to property seized and an estimate of the property's value to the Director of the State Police, when applicable.
- (m) Ensuring that vehicles seized under 720 ILCS 5/36-1 are processed in a manner consistent with the Sheriff of the county of seizure.
- (n) Ensuring compliance with the requirement that a probable cause determination be sought within 14 days of the seizure (725 ILCS 150/3.5).
- (o) Notifying the State's Attorney for the county in which an act or omission giving rise to the forfeiture occurred or in which the property was seized within 52 days of the seizure if the property is subject to forfeiture under the Illinois Controlled Substances Act, the Cannabis Control Act or the Methamphetamine Control and Community Protection Act. Notice shall include the facts and circumstances giving rise to the seizure and include an inventory of the property and its estimated value (725 ILCS 150/5).
- (p) When the property seized for forfeiture is a vehicle, notifying the Secretary of State immediately that forfeiture proceedings are pending against the vehicle (725 ILCS 150/5).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and Village financial directives.

601.7 DISPOSITION OF FORFEITED PROPERTY

Distribution and use of forfeited assets related to obscenity offenses are set forth in 725 ILCS 5/124B-420. Use this statute for enforcing laws or ordinances governing obscenity and child pornography.

Distribution and use of forfeited assets related to computer crimes are set forth in 725 ILCS 5/124B-605. Use this statute for training or enforcement purposes related to detection, investigation or prosecution of financial crimes, including computer fraud.

Distribution and use of forfeited assets related to WIC fraud are set forth in 725 ILCS 5/124B-710. Use this statute for enforcing laws related to WIC fraud.

Distribution and use of forfeited assets related to the Illinois Controlled Substances Act are set forth in 720 ILCS 570/505. (use for the enforcement of laws governing cannabis and controlled substances or for security cameras used for the prevention or detection of violence).

Bedford Park Police Department

Bedford Park PD Policy Manual

Asset Forfeiture

Distribution and use of forfeited assets related to the Illinois Cannabis Control Act are set forth in 720 ILCS 550/12. Use this statute for enforcing laws governing cannabis and controlled substances or for security cameras used for the prevention or detection of violence.

Distribution and use of forfeited assets related to the Food, Drug and Cosmetic Act are set forth in 410 ILCS 620/3.23. Use this statute for enforcing laws.

Distribution and use of forfeited assets related to the Methamphetamine Control and Community Protection Act are set forth in 720 ILCS 646/85.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Informants

602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Bedford Park Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Bedford Park Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

602.2 POLICY

The Bedford Park Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

602.3 USE OF INFORMANTS

602.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

602.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Chief of Police or the authorized designee

Bedford Park Police Department

Bedford Park PD Policy Manual

Informants

602.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

602.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Investigations supervisor, or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Bedford Park Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigations supervisor.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigations supervisor.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

602.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member.

Bedford Park Police Department

Bedford Park PD Policy Manual

Informants

The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

602.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Investigations Division. The Investigations supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, the Investigations supervisor, or their authorized designees.

The Chief of Police should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Investigations supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

602.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

Bedford Park Police Department

Bedford Park PD Policy Manual

Informants

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
 - 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

602.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Investigator will discuss the above factors with the Investigations supervisor and recommend the type and level of payment subject to approval by the Chief of Police.

602.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from the Drug Seizure fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
 - 1. The check shall list the case numbers related to and supporting the payment.

Bedford Park Police Department

Bedford Park PD Policy Manual

Informants

2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
 3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 4. Authorization signature from the Chief of Police.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
1. The cash transfer form shall include the following:
 - (a) Date
 - (b) Payment amount
 - (c) Bedford Park Police Department case number
 - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
 2. The cash transfer form shall be signed by the informant.
 3. The cash transfer form will be kept in the informant's file.

602.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

602.6.3 AUDIT OF PAYMENTS

The Investigations supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Felony Investigation Discovery

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

603.2 INVESTIGATIVE MATERIALS

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non-homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney’s Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

603.3 COMPLIANCE

The Investigations supervisor shall implement appropriate procedures, including the periodic review of all homicide and “non-homicide felony” case files to ensure that all investigative materials and exculpatory evidence has been provided to the State’s Attorney’s Office.

All department personnel shall document in writing the tendering of investigative materials to the State’s Attorney’s Office and include the date, description of materials transmitted and to whom the materials were tendered.

The Department shall cooperate with all requests for investigative materials made by the State’s Attorney in a timely and efficient manner.

603.4 CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (725 ILCS 5/107A-2).

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Bedford Park Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

[See attachment: 604 - LINEUP ADMINSTRATOR REPORT FORM.pdf](#)

[See attachment: 604 - PHOTO - LIVE LINEUP ADVISORY FORM.pdf](#)

The Investigation Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process and any related forms or reports should provide (725 ILCS 5/107A-2):

Bedford Park Police Department

Bedford Park PD Policy Manual

Eyewitness Identification

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.
- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all of the individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) Notice that if an audio/video recording of the lineup is made it will be of the persons in the lineup and the witness.
- (j) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (k) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary to ensure compliance with 725 ILCS 5/107A-2 and applicable judicial decisions. The Investigations supervisor shall prepare written guidelines setting forth when sequential lineups may be conducted rather than simultaneous lineups.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses shall view suspects or a lineup individually and outside the presence of other witnesses (725 ILCS 5/107A-2). Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses. Witnesses should be separated or monitored and the lineup administrator shall ensure that all eyewitnesses are monitored to prevent them from conferring with one another while waiting to view the lineup and during the lineup (725 ILCS 5/107A-2).

Bedford Park Police Department

Bedford Park PD Policy Manual

Eyewitness Identification

Whenever feasible, the eyewitness identification procedure shall be audio and/or video recorded and the recording should be retained according to current evidence procedures. If the witness refuses to allow a recording of the process, the refusal shall be recorded and the member shall document in the report that no recording was made and the reason (725 ILCS 5/107A-2).

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup shall not be involved in the investigation of the case or know the identity of the suspect (725 ILCS 5/107A-2).

In no case should the member presenting a lineup to a witness know which photograph or person in the live lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup to a witness should do so simultaneously (i.e., show the witness one person at a time) and not sequentially. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.6.1 ADDITIONAL CONSIDERATIONS

Members presenting a lineup shall also ensure that (725 ILCS 5/107A-2):

- (a) Only one suspect is presented in a photo lineup and a minimum of five filler photos is utilized.
- (b) When practicable there should be five filler subjects used in a live lineup. In no case will fewer than three filler subjects be used.
- (c) No writings or information related to the persons presented is visible or made known to the witness.
- (d) If the witness requests to view a photograph or person again, he/she may do so, but only after first viewing each person or photograph.
- (e) If the witness identifies a person as the perpetrator, he/she shall not be provided with any information concerning the person until after the lineup is completed.
- (f) An automated computer program or other device may be used to display a photo lineup to an eyewitness provided the member administering the lineup cannot view the photos until completion of the lineup process.

Eyewitness Identification

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.
 - 5. Whether there were distracting noises or activity during the observation.
 - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of a show-up as the perpetrator, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

Bedford Park Police Department

Bedford Park PD Policy Manual

Eyewitness Identification

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification shall be documented in the case report (725 ILCS 5/107A-2). If practicable, an audio or video recording of the witness statements shall be made.

If a photographic lineup is utilized, the actual photographic lineup presented to the witness shall be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report. If a live lineup is utilized, a photograph or other visual recording shall be included in the case report (725 ILCS 5/107A-2).

If an automated computer process or other similar device is used to conduct a photographic lineup, the results of that lineup, including the photographs displayed, will be saved in a manner that permits the process to be repeated and shall be made part of the case report.

Brady Material Disclosure

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called *Brady* information) to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Brady information -Information known or possessed by the Bedford Park Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Bedford Park Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Bedford Park Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

Bedford Park Police Department

Bedford Park PD Policy Manual

Brady Material Disclosure

605.4 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* information is located, the following procedure shall apply:

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in camera review by the court.
 - 1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection to address any issues or questions raised by the court.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

605.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.6 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

Unmanned Aerial System (UAS) Operations

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines under which unmanned aerial systems (UAS) may be used, and the storage, retrieval and dissemination of images and data captured by such systems.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft or drone of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

606.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

Bedford Park Police Department

Bedford Park PD Policy Manual

Unmanned Aerial System (UAS) Operations

Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, especially regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic program reports to the Chief of Police.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

The UAS, or images and data produced by its use, shall not be used for personal business of any type. Any use of the UAS that is not specifically related to the operation or mission of this department shall require the express authorization of the Chief of Police or the authorized designee.

Bedford Park Police Department

Bedford Park PD Policy Manual

Unmanned Aerial System (UAS) Operations

The Bedford Park Police Department may not use the UAS to gather information except (725 ILCS 167/15):

- (a) To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates there is a risk.
- (b) Pursuant to a search warrant based on probable cause. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
- (c) Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.
- (d) To locate a missing person while not also undertaking a criminal investigation.
- (e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
- (f) To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts.

606.5.1 PRIVATE UAS OWNERS

This policy and its restrictions apply to the department's directed use of a UAS owned by a private third party and information gathered by a UAS voluntarily submitted to the Department by a private third party (725 ILCS 167/40).

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION AND DISCLOSURE OF UAS INFORMATION

Within 30 days of UAS use, the Records Division supervisor shall destroy all information gathered by the UAS except when there is reasonable suspicion that the information contains evidence of

Bedford Park Police Department

Bedford Park PD Policy Manual

Unmanned Aerial System (UAS) Operations

criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/20).

The disclosure of information gathered by the UAS is prohibited except to another government agency when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/25).

606.8 REPORTING

The Records Division supervisor shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Bedford Park Police Department (725 ILCS 167/35).

Sexual Assault Investigations

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims (725 ILCS 203/15).

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any of the following (725 ILCS 203/10):

- (a) Any crime or attempted crime defined in 720 ILCS 5/11-1.20 through 720 ILCS 5/11-1.60 of the Criminal Code of 2012
- (b) Any crime or attempted crime defined in sections 720 ILCS 5/12-13 through 720 ILCS 5/12-16 of the Criminal Code of 1961
- (c) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/11-0.1 of the Criminal Code of 2012
- (d) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/12-12 of the Criminal Code of 1961

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

607.2 POLICY

It is the policy of the Bedford Park Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

607.2.1 WRITTEN GUIDELINES

The Investigation Division supervisor should ensure that written procedures are in place for members responding to reports of sexual assaults or assigned to these investigations. These procedures shall be consistent with the Illinois Attorney General guidelines on response to, and investigation of, sexual assaults (725 ILCS 203/15).

607.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

Sexual Assault Investigations

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (50 ILCS 705/10.21).
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

607.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

607.4.1 REPORTING REQUIREMENTS

Written reports shall include to the extent reasonably known to the reporting member the following (725 ILCS 203/20):

- (a) The victim's name or other identifier
- (b) The victim's contact information
- (c) The time, date and location of the offense
- (d) Information provided by the victim
- (e) The suspect's description and name, if known
- (f) The names of persons with information relevant to the time before, during or after the offense, and their contact information
- (g) The names of medical professionals who conducted a medical forensic examination of the victim, and any information provided about the offense
- (h) Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to testing of the Evidence Collection Kit by law enforcement
- (i) Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement
- (j) Information the victim related to medical professionals during a medical forensic examination and which the victim consented to disclose to law enforcement
- (k) Other relevant information

Bedford Park Police Department

Bedford Park PD Policy Manual

Sexual Assault Investigations

607.4.2 THIRD-PARTY COMPLAINTS

A written report shall be completed even if the information regarding a sexual assault or sexual abuse is reported by a third party, unless the third party fails to provide the following (725 ILCS 203/22):

- (a) His/her name and contact information
- (b) Affirmation that the victim of the sexual assault or sexual abuse gave consent to the third party to provide information about the sexual assault or sexual abuse

607.4.3 JURISDICTIONAL ISSUES

If the sexual assault investigation determines that the sexual assault occurred outside the jurisdiction of Village of Bedford Park, the Shift Commander should ensure that the report is forwarded to the appropriate agency within 24 hours by fax or email (725 ILCS 203/20).

Within 24 hours of receiving a report from a law enforcement agency in another jurisdiction regarding a sexual assault that occurred in our jurisdiction, the Shift Commander should ensure that a written confirmation or receipt is sent by fax or email or delivered in person. The written confirmation shall contain the name and identifier of the officer who is confirming receipt of the report and a name and contact phone number that will be given to the victim (725 ILCS 203/20).

In all reported or suspected cases of sexual assault that may have occurred in another jurisdiction, a report should still be written and forwarded to the appropriate law enforcement agency within 24 hours unless the other agency promptly responds to the location of the initiating interview and takes responsibility for the investigation (725 ILCS 203/20). If an agency from the other jurisdiction responds to take responsibility for the investigation, the Village of Bedford Park member who initially responded should report any statements obtained up until that point, relevant observations and the name and contact information of the member of the agency that is taking responsibility for the investigation.

607.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

607.6 TRAINING

Training will be provided to (725 ILCS 203/20; 50 ILCS 705/10.21):

- (a) Members who are first responders. This includes:
 - 1. Initial response to sexual assaults.
 - 2. Legal issues.
 - 3. Victim advocacy.

Sexual Assault Investigations

4. Victim's response to trauma.
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
 1. Interviewing sexual assault victims.
 2. SART.
 3. Medical and legal aspects of sexual assault investigations.
 4. Serial crimes investigations.
 5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
 6. Techniques for communication with victims to minimize trauma.

607.7 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Dispatch, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

No victim shall be compelled or required to submit to an interview (725 ILCS 203/20).

Victims shall not be asked or required to take a polygraph examination or any form of a mechanical or electrical lie detector test (USC § 10449; 725 ILCS 200/1).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

607.8 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim. Victims should be permitted to have an advocate present during the medical evidentiary and physical examination whenever reasonably practicable. Victims may also have an additional person present for support during the examination (725 ILCS 120/4.6).

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

Bedford Park Police Department

Bedford Park PD Policy Manual

Sexual Assault Investigations

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should still be collected and stored appropriately.

607.8.1 MEMBER RESPONSIBILITIES

Members investigating sexual assaults or handling related evidence are further required to do the following (725 ILCS 203/30; 725 ILCS 202/10):

- (a) Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within five days after the completion of the exam.
- (b) Document the date and time the sexual assault evidence is picked up from a hospital and the date and time the sexual assault evidence was sent to a lab.
- (c) Prior to submitting forensic examination evidence for testing, obtain the appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).
- (d) Document the date when consent was given by a victim to have his/her forensic examination evidence tested.
- (e) Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.
- (f) Not be present in the examination room during a medical examination, unless summoned in an emergency (77 Ill. Adm. Code 545.60).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Section Policy.

607.8.2 RELEASE PROTOCOL

The Investigations supervisor shall ensure that a procedure is in place for responding to a victim who wants to sign a consent form for the release of sexual assault evidence for testing (725 ILCS 203/30).

607.8.3 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of the status and results of any DNA test (725 ILCS 203/35).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available

Sexual Assault Investigations

information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

607.9 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigations supervisor.

Classification of a sexual assault case as unfounded requires the Investigations supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

607.10 CASE REVIEW

The Investigations supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

607.10.1 INVENTORY REPORT

The Investigation Division supervisor or the authorized designee is responsible for ensuring an annual inventory is conducted of all sexual assault cases in the custody of the Bedford Park Police Department and that a written report of the findings is submitted to the local State's Attorney's office (725 ILCS 202/20).

607.11 CRIMINAL INVESTIGATION OF AN OFFICER

Any member uncovering or receiving a complaint of a criminal sexual assault involving an officer of the Bedford Park Police Department should as soon as practicable notify his/her supervisor, who should immediately notify his/her chain of command so that the Chief of Police can contact an outside agency to conduct the criminal investigation (5 ILCS 815/10).

The Chief of Police or the authorized designee may pursue an intergovernmental or interagency agreement to facilitate such an investigation should it be needed (5 ILCS 815/20).

Bedford Park Police Department

Bedford Park PD Policy Manual

Sexual Assault Investigations

An administrative investigation of the involved officer may be conducted pursuant to the Personnel Complaints Policy and will be conducted in a manner that does not interfere with the criminal investigation (5 ILCS 815/15).

Warrant Service

608.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

608.2 POLICY

It is the policy of the Bedford Park Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

608.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

[See attachment: RISK ASSESSMENT - WARRANT SERVICE MATRIX.pdf](#)

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

608.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

608.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

Warrant Service

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

608.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
- (b) A clear explanation of the affiant's training, experience and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched (numerical address, location relative to other buildings, color, unique identifying features, etc.), including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

608.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

Bedford Park Police Department

Bedford Park PD Policy Manual

Warrant Service

- (b) The warrant service is video-recorded when practicable and legal to do so under 720 ILCS 5/26-4. The warrant service may be audio-recorded if done in an open and conspicuous manner or with the consent of all parties (720 ILCS 5/14-2).
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

608.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

608.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

Warrant Service

608.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Bedford Park Police Department are utilized appropriately. Any concerns regarding the requested use of Bedford Park Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Shift Commander should assume this role.

If officers intend to serve a warrant outside Bedford Park Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Bedford Park Police Department when assisting outside agencies or serving a warrant outside Bedford Park Police Department jurisdiction.

608.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.12 TRAINING

The Training Officer should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Operations Planning and Deconfliction

609.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

609.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

609.2 POLICY

It is the policy of the Bedford Park Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

609.3 OPERATIONS DIRECTOR

The Chief of Police will designate a member of this department to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

609.4 RISK ASSESSMENT

609.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form. [See attachment: 608-609 RISK ASSESSMENT - WARRANT SERVICE MATRIX.pdf](#)

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

Bedford Park Police Department

Bedford Park PD Policy Manual

Operations Planning and Deconfliction

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

609.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

609.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 - 1. 5th District SWAT
 - 2. Additional personnel
 - 3. Outside agency assistance
 - 4. Special equipment
 - 5. Medical personnel
 - 6. Persons trained in negotiation
 - 7. Additional surveillance

Bedford Park Police Department

Bedford Park PD Policy Manual

Operations Planning and Deconfliction

8. Canines
 9. Property and Evidence Section or analytical personnel to assist with cataloguing seizures
 10. Forensic specialists
 11. Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
 - (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
 - (d) Coordinate the actual operation.

609.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

609.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,

Bedford Park Police Department

Bedford Park PD Policy Manual

Operations Planning and Deconfliction

- availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
- 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
- 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
 - 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
 - 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 - 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
- (k) Communications plan
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

609.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

609.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

Bedford Park Police Department

Bedford Park PD Policy Manual

Operations Planning and Deconfliction

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
 - 1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 - 1. It is the responsibility of the operations director to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
 - 2. If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
 - 3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

609.8 5TH DISTRICT SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

609.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

609.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

Bedford Park Police Department

Bedford Park PD Policy Manual

Operations Planning and Deconfliction

609.11 TRAINING

The Training Officer should ensure officers who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Chapter 7 - Equipment

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage. Only items covered in the collective bargaining agreement or covered in Village policy shall be reimbursed.

The supervisor shall direct a memo to the appropriate Chief of Police, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Bedford Park Police Department

Bedford Park PD Policy Manual

Department Owned and Personal Property

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the Village, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Chief of Police.

700.5 SURRENDER OF DEPARTMENT PROPERTY

Upon separation from this department, all members are required to surrender all department property in their possession.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Bedford Park Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCDs issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.4 DEPARTMENT-ISSUED OR FUNDED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Communication Devices

Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to the provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- (e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Bedford Park Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Communication Devices

compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All personally owned PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official department business.
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Communication Devices

2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles while performing official duties should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (625 ILCS 5/12-610.2). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit
- 1 blanket
- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves
- 1 sharps container
- 1 hazardous waste disposal bag

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Maintenance

- 1 hazardous materials emergency response handbook
- traffic cones
- "go-bag"
- Spare tire, jack and lug wrench
- flashlight

A failure to report damage or defect will create the presumption that no inspection was made.

702.3.2 UNMARKED VEHICLES

Members driving unmarked department vehicles shall ensure that the minimum following equipment, at a minimum, is in the vehicle:

- emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit
- 1 blanket
- 1 bloodborne pathogen kit, including protective gloves
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 hazardous materials emergency response handbook
- traffic cones
- "go bag"
- Spare tire, jack and lug wrench
- flashlight

A failure to report damage or defect will create the presumption that no inspection was made.

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not operate / leave a vehicle in service with less than one-quarter tank of fuel. Patrol vehicles shall only be refueled at the authorized location. Vehicles should receive a full tank of fuel at the end of every shift.

702.5 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the department.

Patrol officers shall notify communications when having the car washed. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Maintenance

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle provided for shredding this material.

702.6 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

702.7 POLICY

The Bedford Park Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.8 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the Village of Bedford Park to provide assigned take-home vehicles.

703.2 POLICY

The Bedford Park Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Commander shall ensure a copy of the daily activity report, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the daily activity report.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Commander. A notation will be made on the shift roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate. Damage or defect discovered after the vehicle has been placed into service shall normally be construed to have occurred during the tour of duty of the assigned officer.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Use

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MOBILE DIGITAL TERMINAL

Members assigned to vehicles equipped with a Mobile Digital Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Dispatch. Use of the MDT is governed by the Mobile Digital Terminal Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Chief of Police approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 KEYS

Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Use

703.3.8 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than Village personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 PARKING

Except when responding to an emergency or when department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Chief of Police or his designate.

703.3.12 CIVILIAN MEMBER USE

Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall prominently display the "out of service" placards at all times. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Use

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of the Chief of Police and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Department.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Village of Bedford Park Village limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Members who reside outside the Village of Bedford Park may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Members are cautioned that under federal and local tax rules, personal use of a Village vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Chief of Police or his designate and there is a high probability that the member will be called back to duty.
 - 2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 - 3. When the member has received permission from the Chief of Police or his designate.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Use

4. When the vehicle is being used by the Chief of Police or members who are in on-call administrative positions.
5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
 1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 2. All weapons shall be secured while the vehicle is unattended.
 3. All department identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
 1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
 2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Bedford Park Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Use

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) Any vehicle requiring maintenance shall be documented on a vehicle repair form explaining the service or repair.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be documented on the daily activity report.

703.6 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Reporting Policy).

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE

Law enforcement vehicles while performing emergency services or duties are not required to pay toll road charges (605 ILCS 10/19).

Members operating department vehicles for any reason other than in the discharge of their official duties shall pay the appropriate toll charge or utilize the appropriate toll way transponder.

Bedford Park Police Department

Bedford Park PD Policy Manual

Vehicle Use

Members may submit a request for reimbursement from the Village for any toll fees incurred in the course of official business.

703.7 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

704.2 POLICY

It is the policy of the Bedford Park Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Chief of Police or the Village.

Bedford Park Police Department

Bedford Park PD Policy Manual

Cash Handling, Security and Management

704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or HIDA Unit supervisor duties shall discharge those duties in accordance with the Property and Evidence Section and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Bedford Park Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Protective Equipment

prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 29 CFR 1910.133, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

705.6 RESPIRATORY PROTECTION

The Chief of Police is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.6.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Protective Equipment

- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge or canister.

705.6.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.6.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Protective Equipment

705.6.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.6.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.6.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.7 RECORDS

The Training Officer is responsible for maintaining records of all:

- (a) PPE training.
- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Protective Equipment

- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

- 1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

705.8 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

Personal Radiological Detectors

706.1 PURPOSE AND SCOPE

The Bedford Park Police Department believes that safeguarding the public from the illegal or dangerous use of hazardous materials, including radioactive materials, is a critical mission. In this instance, the monitoring of radioactive materials that may be found in public is included as part of the Bedford Park Police Department mission. The Bedford Park Police Department has acquired portable radiation detectors and provided the appropriate radiation detector training to members of the agency. It shall be the policy of the Bedford Park Police Department to utilize these detectors when possible to locate and identify sources of radiation that are either illegal or hazardous to the health of the general public. The purpose of this policy is to govern the use of radiation detectors employed by the Bedford Park Police Department and to provide guidance to members of the Department with regard to their use, training and operation.

706.2 DEFINITIONS

1. Illinois Emergency Management Agency (IEMA) – The agency of state government charged with the responsibility for developing a plan for training and coordination between law enforcement and other agencies that will be assigned personal radiation detectors (PRD) for use in their daily or routine response activities.
2. Personal Radiation Detector (PRD) – A PRD is a small detection device instrument worn, mounted in a car, or carried by an officer that measures the ionizing radiation exposure.
3. Radioactive Material – This shall mean any solid, liquid or gaseous substance that emits radiation at a level detectable by the PRD.
4. Radiological Duty Officer - A person assigned by IEMA to provide 24-hour technical assistance to Group B Reach Back personnel.
5. Group B Reach Back – The agency or multi-agency response team that is the first line of contact for the officer who cannot resolve a radiation alarm after investigation.

706.3 LEGAL AUTHORITY

1. 20 ILCS 3310/1, et. seq., “Nuclear Safety Law of 2004”
2. 20 ILCS 3310/40 et. seq., “Regulation of Nuclear Safety”
3. 420 ILCS 40/1, et seq., “the Illinois Radiation and Protection Act of 1990”
4. 430 ILCS 30/1 et seq., “the Illinois Hazardous materials Transportation Act”

Personal Radiological Detectors

5. 625 ILCS 5/18b-100, et seq., “the Illinois Motor Carrier Safety Law”

6. Title 18, United States Code, Section 831: “prohibited Transactions involving Nuclear Materials”

7. Illinois Joint Committee on Administrative Rules, Title 32; Energy, Chapter II, Subchapter b, Part 340, section 340.310 – Dose Limits for Individual Members of the Public

706.4 LEGAL STANDARD

Officers will base traffic stops, investigative detentions, arrests, and searches of property on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the United States Constitution, the Illinois Constitution, applicable statutes, or as otherwise permitted under current law. Officers must be able to articulate reasonable facts, circumstances, and conclusions that support probable cause or reasonable suspicion for an arrest, traffic stop, search, seizure, or investigative detention. Because radiation detection alone may not be indicative of criminal activity, officers are prohibited from taking strict enforcement action based solely on a positive alert from the PRD. Traffic stops based upon an alert from these devices may be made only when the officer has reasonable suspicion or probable cause under the totality of the circumstance that a brief detention is necessary. If there is a high exposure rate alarm (i.e. an alarm exceeding 2 mR per hour), there is a sufficient public health concern to justify further investigation. The officer should take reasonable efforts to determine the source of the radiation, taking into account the totality of the current circumstances.

706.5 OFFICER'S RESPONSIBILITIES

- a. Members of the Department shall follow the procedures as outlined in PRD Appendix A of this policy with regard to actions taken as a result of the alarm.
- b. Officers shall use appropriate judgment when making stops, investigations and taking other police actions based on alerts from a PRD. Radiation detection is highly technical, involving intricate legal issues. Officers are encouraged to utilize the resources provided to assist with alarm interpretation .
- c. When an officer is investigating a high rate exposure alarm over 2 mR/hr, an attempt should be made to move the source to a secondary location out of traffic and away from critical infrastructure.
- d. When the regional Group B Reach Back team arrives on scene, Officers of the Bedford Park Police Department will provide support as requested. Supervisors shall ensure that on-scene communication occurs between the Bedford Park Police Department and the responding agency clarifying which agency is ultimately responsible for the scene and the investigation.

Personal Radiological Detectors

e. Officers shall follow investigative protocols as outlined in the authorized training when investigating radiological sources. Not all radioactive sources are illegal or dangerous. Officers should follow the protocol of attempting to identify a legitimate source for the alarm before initiating a criminal investigation or over-reacting on a public safety basis.

f. Alarms may be triggered by many different legitimate sources that are not life threatening, such as:

1. Legitimate radioactive materials or sources being transported legally in approved and properly prepared packaging.

2. Patients that have undergone recent medical treatments including certain types of radiation therapy, nuclear medicine, or PET scans.

3. Items in commerce that contain naturally occurring radioactive materials, including radium in pipe scale, granite rock, and certain fertilizers.

4. Detector malfunction or operator error.

5. Organizations and individuals that are licensed by the State and/or Federal governments to possess legitimate radioactive sources.

g. In the event that a source of radiation cannot be determined or explained, guidance should be obtained through the regional Group B Reach Back team.

h. Any PRD alarms should be reported to IEMA via their website (<http://tier2.iema.state.il.us/PRND/>) by officers before completing their shift that day.

See attachment: [706-PRDattachment A.pdf](#)

706.6 ALARM SUPPORT SYSTEM

a. IEMA has developed a Detection Response Protocol to assist law enforcement and fire agencies when the alarm cannot be resolved on scene. The Bedford Park Police Department shall use this Detection Response Protocol to resolve PRD alarms that cannot otherwise be resolved by the investigative officer.

b. The IEMA protocol calls for three levels of investigation – Group A, Group B, and Group C:

1. Group A – the local law enforcement officer on scene that makes the initial contact and primary screening of the radiological source.

2. Group B – the regional hazmat or other specially trained response team that provides 24/7 assistance to any Group A PRD user this is unable to resolve or adjudicate radiation alarms encountered while on duty.

3. Group C – the IEMA Radiological Duty Officer, contacted via the IEMA Communication Center's 24-hour number, provides additional support to Group B personnel that cannot isolate, identify, or explain the presence of the radiation source.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Radiological Detectors

- c. When a detected radiation source is unresolved after initial investigation or the radiation source is believed to be illegal, the Bedford Park Police Department will contact the Group B Reach Back team.
- d. If the situation cannot be resolved over the telephone, the Group B Reach Back team will then respond to the scene and conduct a secondary screening of the source using, in part, Radioactive Isotope Identifiers (RIIDs) to determine the source and spectra of the radioactivity.
- e. If the Group B Reach Back team cannot resolve the alarm, they will contact Group C and request the assistance of the on-call Radiological Duty Officer.
- f. If at any time an officer's PRD exceeds a reading of 3R, thereby triggering the dose alarm, contact Group C and request the assistance of the on-call Radiological Duty Officer.

706.7 DATA RETENTION AND ADMINISTRATOR

- a. There shall be assigned at least one person in the Bedford Park Police Department who receives additional training regarding the administration of this program.
- b. This person shall be able to answer questions about the PRD, including questions about standard operation of the instrument, maintenance and repair of the instruments, and procedures regarding how to handle unresolved alarms by using the Alarm Support System.
- c. The assigned administrator will also be responsible for downloading data contained within the PRD to a computer, as assigned. This data must be logged and organized. Each PRD shall undergo routine data downloads at least twice a year.
- d. In the event that an alarm is used, in part or in whole, to justify a detention or seizure, at the end of his shift, the officer shall provide the administrator the PRD for immediate download of the alarm data. This data shall be retained as evidence and shall be maintained according to the Bedford Park Police Department's Evidence Policy. An incident report will be completed by the officer under these circumstances.

706.8 TRAINING

No member of the Bedford Park Police Department shall operate the PRD or take enforcement action based on any reading or alarm of the PRD without first successfully completing the authorized and appropriate training. Such training shall include the operation of the PRD, interpretation of alarms, techniques involved in radiation detection investigations, and procedures to follow if it is necessary to request assistance for further investigation or containment.

Chapter 8 - Support Services

Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Booking information
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Mobile Capture and Reporting Computer System
- Illinois Traffic Crash Report SR 1050

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated unless impractical, hazardous, or in conflict with operations, to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should

Bedford Park Police Department

Bedford Park PD Policy Manual

Crime Analysis

be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

Dispatch

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Bedford Park Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Dispatch and department members in the field.

801.3 DISPATCH

The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Dispatch.

Access to Dispatch shall be limited to Dispatch members, the Shift Commander, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 DISPATCH SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Dispatch Supervisor. The Dispatch Supervisor is directly responsible to the Patrol Chief of Police or the authorized designee.

The responsibilities of the Dispatch Supervisor include, but are not limited to:

- (a) Overseeing the efficient and effective operation of Dispatch in coordination with other supervisors.
- (b) Scheduling and maintaining dispatcher time records.
- (c) Supervising, training and evaluating dispatchers.
- (d) Ensuring the radio and telephone recording system is operational.
 - 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of Dispatch information for release.
- (f) Maintaining Dispatch database systems.
- (g) Maintaining and updating Dispatch procedures manual.

Bedford Park Police Department

Bedford Park PD Policy Manual

Dispatch

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
 2. Ensuring compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (i) Maintaining a current contact list of Village personnel to be notified in the event of a utility service emergency.

801.4.2 ADDITIONAL PROCEDURES

The Dispatch Supervisor should establish procedures for:

- (a) Recording all telephone and radio communications and playback issues.
- (b) Storage and retention of recordings.
- (c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- (d) Availability of current information for dispatchers (e.g., Shift Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- (e) Assignment of field members and safety check intervals.
- (f) Emergency Medical Dispatch (EMD) instructions.
- (g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).
- (h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).
- (i) Protection of radio transmission lines, antennas and power sources for Dispatch (e.g., security cameras, fences).
- (j) Handling misdirected, silent and hang-up calls.
- (k) Handling private security alarms, if applicable.
- (l) Radio interoperability issues.

801.4.3 [DISPATCHER]S

[Dispatcher]s report to the Dispatch Supervisor. The responsibilities of the dispatcher include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
 1. Emergency 9-1-1 lines.
 2. Business telephone lines.

Bedford Park Police Department

Bedford Park PD Policy Manual

Dispatch

3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
 5. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
 - (c) Inquiry and entry of information through Dispatch, Department and other law enforcement database systems (e.g., ILETS, NCIC).
 - (d) Monitoring Department video surveillance systems.
 - (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
 - (f) Notifying the Shift Commander or field supervisor of emergency activity, including, but not limited to:
 1. Vehicle pursuits.
 2. Foot pursuits.
 3. Assignment of emergency response.

801.5 CALL HANDLING

This Department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and

Bedford Park Police Department

Bedford Park PD Policy Manual

Dispatch

a language-appropriate authorized interpreter is available in Dispatch, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

[Dispatcher]s should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) [Dispatcher]s acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Dispatch Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

Bedford Park Police Department

Bedford Park PD Policy Manual

Dispatch

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Bedford Park Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. [Dispatcher]s shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.7 DOCUMENTATION

It shall be the responsibility of Dispatch to document all relevant information on calls for service or self-initiated activity. [Dispatcher]s shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.

801.8 CONFIDENTIALITY

Information that becomes available through Dispatch may be confidential or sensitive in nature. All members of Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to

Bedford Park Police Department

Bedford Park PD Policy Manual

Dispatch

authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

801.9 TRAINING AND CERTIFICATION

[Dispatcher]s providing EMD pre-arrival instructions shall be trained on the department-approved priority reference system and shall retrain annually (210 ILCS 50/3.70).

The Training Officer should ensure dispatchers complete the sexual assault and sexual abuse training curriculum established in 20 ILCS 2605/2605-53(b) and 83 Ill. Adm. Code 1325.415.

Property and Evidence Section

802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

802.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping, lost or found property and abandoned property.

Evidence- Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

Lost or Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Abandoned Property - Includes property found by an employee or citizen that appears to be intentionally left or discarded by the owner.

802.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly booked and placed in the designated property locker or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property custody report must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s).

802.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:

- (a) Complete the property custody report describing each item of property separately, listing all serial numbers, owner's name, and other identifying information or markings.

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

- (b) The original property custody report shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.
- (c) When the property is too large to be placed in a locker, the item may be retained in the supply room or a location designated for such storage use. Submit the completed property record into a numbered locker indicating the location of the property.

802.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately from other types of property using a separate property custody report.

The officer seizing the narcotics and dangerous drugs shall place them in the designated locker accompanied by a copy of the property custody report. The remaining copy will be submitted with the case report.

802.3.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Shift Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. Investigations is responsible for transporting to the Fire Department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

802.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- (a) Bodily fluids such as blood or semen stains shall be air dried prior to booking.
- (b) The Shift Commander shall be contacted for cash amounts in excess of \$1,000 for special handling procedures.

Village property, unless connected to a known criminal case, should be released directly to the appropriate Village department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

802.3.5 FIREARMS AND EMS PERSONNEL

The Bedford Park Police Department will not take possession of any firearm from any patient being treated by EMS personnel unless that person is under arrest.

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

The Bedford Park Police Department may assist with the safe removal of a firearm from a patient being treated by EMS personnel but only to secure it in the ambulance lock-box.

802.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics, dangerous drugs and drug paraphernalia.
- (b) Firearms (ensure they are unloaded and made temporarily inoperable by placing a zip-tie or other item through the barrel and breech). Firearms shall be booked separately from ammunition).
- (c) Property with more than one known owner.
- (d) Fireworks, explosives or flammable liquids/gases shall be photographed and taken to the Fire Department.
- (e) Contraband.

802.4.1 PACKAGING CONTAINER

Employees shall package all property in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

Copies of completed property custody reports shall be securely attached to the outside of all items or group of items packaged together.

802.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, and placed in the designated narcotics locker, accompanied by a copy of the property custody report. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope or bag of appropriate size available in the booking room. Narcotics and dangerous drugs shall not be packaged with other property.

A copy of the completed property custody report shall be inserted into or attached to the envelope or bag.

802.5 RECORDING OF PROPERTY

The Investigator receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored within the appropriate incident property log.

A property label will be created for each item or group of items indicating the incident case number and the bin location the property will be stored.

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

Any changes in the location of property held by the Bedford Park Police Department shall be noted on the property label.

802.6 PROPERTY CONTROL

Each time the Investigations receives property or releases property to another person, he/she shall enter this information on the property control card. Officers desiring property for court shall contact the Investigations at least one day prior to the court day.

802.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the property custody report shall be completed to maintain the chain of possession. No property or evidence is to be released without first receiving written authorization from a supervisor or detective.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property log and complete the appropriate lab forms.

The Investigator releasing the evidence must complete the required information on the property custody report. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies, and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Division for filing with the case.

The Property and Evidence Section Supervisor will ensure that Illinois State Police Sexual Assault Evidence Kits are submitted to an approved laboratory in conformance with the rules set forth in 20 Illinois Administrative Code 1255.10 et seq.

802.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted on the property log, stating the date, time and to whom released.

Investigations shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to a property locker or properly released to another authorized person or entity.

The return of the property should be recorded on the property log, indicating date, time, and the person who returned the property.

802.6.4 AUTHORITY TO RELEASE PROPERTY

The Investigation Division shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

802.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon reasonable and satisfactory proof of ownership or right to possession. Release of all property shall be documented on the property custody report. The Department may require reimbursement for all reasonable expenses of such custody (765 ILCS 1030/2(a)).

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 6 months. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 6 months after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, the Chief of Police may donate property valued at less than \$100, and the donation is approved by the Department governing body, to a registered Illinois charitable organization. It may also be transferred to the government of which the law enforcement agency is a branch. If such property is not sold at auction or otherwise lawfully claimed, it may be offered or sold at a subsequent public auction without notice. The final disposition of all such property shall be fully documented in related reports (765 ILCS 1030/3).

Proceeds of the sale of the property at public auction, less reimbursement of the reasonable expenses of custody thereof, shall be deposited in the city/county treasury (765 ILCS 1030/4).

Investigations shall release the property upon proper identification being presented by the owner. A signature of the person receiving the property shall be recorded on the original property custody report. If some items of property have not been released the property custody report will remain with the property. Upon release, the proper entry shall be documented in the Property Log.

802.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an Interpleader in court to resolve the disputed claim (735 ILCS 5/2-409).

802.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Investigation Division will be responsible for the storage, control, and destruction of all narcotics, dangerous drugs and drug paraphernalia coming into the custody of this department. This includes forwarding the property to the Drug Enforcement Administration, U.S. Department of Justice, or its successor agency, for disposition if required (720 ILCS 600/5(e)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

802.6.8 RELEASE OF FIREARMS

Any firearm held for safekeeping shall be returned to the person from whom it was obtained or to the lawful owner upon presentation of a valid Illinois Firearm Owners Identification card (FOID) or concealed carry license, provided he/she is lawfully entitled to possess the firearm. Firearms seized as evidence shall only be returned when approved by the Investigation supervisor and the prosecutor's office or as otherwise ordered by the court. Seized firearms shall only be released to the lawful owner and only upon presentation of a valid FOID or concealed carry license, provided he/she is lawfully entitled to possess the firearm.

If the firearm or other weapon has not been retained as evidence, the Department is not required to retain the firearm any longer than 180 days after notice has been provided to the owner that it is available for return. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law.

802.6.9 DOMESTIC VIOLENCE AND CONCEALED CARRY MATTERS

Any weapon seized in a domestic violence or concealed carry investigation shall be returned to the person from whom it was seized when it is no longer needed for evidentiary purposes, unless the court orders otherwise or the weapon was reported stolen. Weapons not returned shall be disposed of as provided in 720 ILCS 5/24-6 (750 ILCS 60/304(c)).

802.6.10 RELEASE OF FIREARMS IN MENTAL HEALTH COMMITMENT MATTERS

The Department shall maintain possession of any firearm received from a mental hospital that admitted a patient pursuant to any of the provisions of the Mental Health and Developmental Disabilities Code for a minimum of 90 days. After that time, the firearm may be disposed of pursuant to 720 ILCS 5/24-6(b).

802.6.11 OTHER MATTERS

A weapon seized and confiscated pursuant to court order under 720 ILCS 5/24-6 shall be retained for at least 90 days. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law.

802.6.12 FIREARMS RESTRAINING ORDERS

Any firearm seized pursuant to a firearms restraining order shall be returned to the person from whom it was seized upon the expiration of the period of safekeeping, unless the court orders otherwise. Firearms not returned shall be disposed of as provided in 430 ILCS 67/35 or 430 ILCS 67/40.

802.7 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Investigations shall request a disposition or status on all property which has been held in excess of 180 days, and for which no disposition has been received from a supervisor or detective.

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

802.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Upon conviction, weapons used or possessed by an offender during the offense (720 ILCS 5/24-6)
- Weapons possessed by an individual admitted into a mental hospital (720 ILCS 5/24-6)
- Weapons declared by a court for safekeeping, not to exceed one year (725 ILCS 165/2)
- Confiscated property or evidence obtained for violation of the Wildlife Code (520 ILCS 5/1.25)
- Confiscated property or evidence obtained for violation of the Fish and Aquatic Life Code (515 ILCS 5/1-215)
- Gambling devices (720 ILCS 5/28-5)
- Vehicles, vessels, aircraft, or component parts (625 ILCS 5/4-107)
- Narcotics and drugs (720 ILCS 646/85; 720 ILCS 570/505; 720 ILCS 550/12; 210 ILCS 150/18)
- Drug paraphernalia (720 ILCS 600/5)
- Property seized for money laundering (720 ILCS 5/29B-1)
- Abandoned, lost, stolen, or unclaimed property (765 ILCS 1030/1; 765 ILCS 1030/2)
- Counterfeiting equipment
- Destructive devices

802.7.2 UNCLAIMED MONEY

Money found or seized under circumstances supporting a reasonable belief that such property was abandoned, lost or stolen or otherwise illegally possessed that remains in the Departments possession for over 6 months may be deposited in the treasury of the Village of Bedford Park. The Department shall make reasonable inquiry and efforts to identify and notify the owner or other person entitled to possession, prior to the conversion of money to the Village (765 ILCS 1030/0.01 et seq.).

802.7.3 DISPOSITION OF COURT SEIZED PROPERTY

Evidence seized upon service of a search warrant or other court order shall be retained until final disposition of the investigation or upon further directions of the court.

802.7.4 UNUSED MEDICATIONS

Unused prescription medications of a deceased individual collected at the scene of a death investigation should be disposed of in compliance with 210 ILCS 150/17 or other state- or federally-approved drug disposal program (210 ILCS 150/18).

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

If an autopsy is performed as part of the death investigation, no medication shall be disposed of until after receipt of the toxicology report (210 ILCS 150/18(h)).

802.8 INSPECTIONS OF THE EVIDENCE ROOM

- (a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.
- (c) An annual audit of evidence held by the department shall be conducted by the Chief of Police or his designate not routinely or directly connected with evidence control.
- (d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual(s) not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

802.9 DISPOSITION OF BIOLOGICAL EVIDENCE

The Investigations supervisor shall preserve, subject to a continuous chain of custody, any physical evidence in his/her possession or control that is reasonably likely to contain forensic evidence, including biological material secured in relation to a trial, and with sufficient documentation to locate that evidence (725 ILCS 5/116-4(a)).

802.9.1 RETENTION PERIODS

Biological evidence shall be retained for the following periods (725 ILCS 5/116-4):

- (a) Permanently if a death sentence is imposed
- (b) Until the completion of the sentence for a homicide offense as set forth in 720 ILCS 5/9
- (c) Until the completion of the sentence, including any period of supervised release, for any conviction for an offense set forth in:
 - 1. 720 ILCS 5/11-1.20 (Criminal Sexual Assault)
 - 2. 720 ILCS 5/11-1.30 (Aggravated Criminal Sexual Assault)
 - 3. 720 ILCS 5/11-1.40 (Predatory Criminal Sexual Assault of a Child)
 - 4. 720 ILCS 5/11-1.50 (Criminal Sexual Abuse)
 - 5. 720 ILCS 5/11-1.60 (Aggravated Criminal Sexual Abuse)
- (d) Seven years following any conviction for any felony for which the defendant's genetic profile may be taken and submitted for comparison in a forensic DNA database (725 ILCS 5/116-4(b)).
- (e) All other biological evidence shall be retained for the minimum period established by law, the minimum period established by the Property and Evidence Section supervisor

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

or the expiration of any sentence imposed related to the evidence, whichever time period is greater.

802.9.2 REQUEST FOR DESTRUCTION OF EVIDENCE PRIOR TO END OF RETENTION PERIOD

After a judgment of conviction is entered but prior to the end of the statutory retention period, the Department may petition the court to allow destruction of evidence when the evidence:

- (a) Has no significant value for forensic analysis and should be returned to its rightful owner.
- (b) Has no significant value for forensic analysis and is of a size, bulk, or physical character not usually retained by the Department and cannot practically be retained.
- (c) Is no longer needed because of the death of the defendant (does not apply if a sentence of death was imposed).
- (d) The court allows the defendant the opportunity to take reasonable measures to remove or preserve portions of the evidence for future testing (725 ILCS 5/116-4(c)).

The Department shall give notice of any such petition to the defendant or his/her estate and the defendant's attorney of record.

No evidence shall be disposed of until 30 days after the entry of a court order granting the petition and until the time period for any appeal has lapsed, or any appeal has concluded, whichever is longer.

802.9.3 NOTIFICATION BEFORE DESTRUCTION

Absent any court order arising from the process set forth herein, the Property and Evidence Section supervisor will ensure that no biological evidence is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant or the defendant's estate
- (b) The defendant's attorney
- (c) The appropriate prosecutor
- (d) Any sexual assault victim (725 ILCS 203/30)

Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after the date specified in the notice unless a motion seeking an order to retain the sample is served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the case file as well and forwarded to the Investigation Division supervisor for appropriate disposition.

Even after the retention period, biological evidence related to a homicide may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Bedford Park Police Department

Bedford Park PD Policy Manual

Property and Evidence Section

All records associated with the possession, control, storage and destruction of biological evidence shall be retained for as long as the evidence exists and may not be destroyed without the approval of the local records commission (725 ILCS 5/116-4(d-10)).

Records Division

803.1 PURPOSE AND SCOPE

The Records Clerk shall maintain the Department Records Division Procedures Manual on a current basis to reflect the procedures being followed within the Records Division. Policies and procedures that apply to all employees of this department are contained in this chapter.

803.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Division by Records Division personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 0001 starting at midnight on the first day of January of each year. As an example, case number 09-0001 would be the first new case beginning January 1, 2009.

803.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Division accessible only to authorized personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through the Shift Commander.

Bedford Park Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

803.2.1 REQUESTING ORIGINAL REPORTS

See attachment: [803 - REPORT CHECK OUT LOG.pdf](#)

Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Records Clerk or a Supervisor. All original reports removed from the Records Division shall be recorded on the Report Check-Out Log which shall constitute the only authorized manner by which an original report may be removed from the Records Division. All original reports must be returned to the Records Division on the same day they are removed.

803.2.2 COURT FILES

The Records Division shall be responsible for preparing files with all necessary documents for court appearances. If a subpoena is issued for an original document, a copy of the subpoena shall be placed in the appropriate Records Division file and the requirements of the Requesting Original Reports section of this policy shall also be followed.

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Bedford Park Police Department is committed to providing public access to records in a manner that is consistent with the Freedom of Information Act (5 ILCS 140/1 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records and Freedom of Information Officer who may be, but are not required to be, the same person. The responsibilities of the Custodian of Records include but are not limited to (5 ILCS 140/3.5; 5 ILCS 140/4; 5 ILCS 140/5; 5 ILCS 179/35):

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule, including:
 - 1. Identifying the minimum length of time the Department must keep records.
 - 2. Identifying the division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available.
 - 1. No fees shall be charged for the first 50 pages of copies as per 5 ILCS 140/6(b).
 - 2. Fees charged for copying public records shall be limited to the actual cost of duplication or publication.
 - 3. The cost of search, examination, review, and the redaction and separation of exempt from non-exempt information will not be assessed.
- (g) Ensuring the prominent display at the department's headquarters of information that conveys the department's mission, budget, office locations, number of employees, and an organizational chart that depicts the department structure and the relationship of the Department to Village government. This information also needs to be available on the Department or Village website.

Bedford Park Police Department

Bedford Park PD Policy Manual

Records Maintenance and Release

- (h) Ensuring information identifying the department's Freedom of Information Officer, the categories of available records and the process for requesting public records, including the address for submitting requests, will also be displayed.
- (i) Working with the Freedom of Information Officer to develop a list of documents or categories of records that the Department shall immediately disclose upon request.
- (j) Promptly remediating any deficiencies in the department's Freedom of Information Officer's public records management activities.
- (k) Expeditiously advising the Chief of Police of any denials of public records requests, issues associated with the processing of records requests and requests that may involve potentially sensitive or newsworthy matters.
- (l) Consulting with the Chief of Police in the event further information is needed regarding the appropriate response to a records request.
- (m) Submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members, hate crimes, domestic crimes, index crimes, and school incidents pursuant to the Uniform Crime Reporting Act (50 ILCS 709/5-12).
- (n) Submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.
- (o) Establishing a procedure for an individual to access, review, and confirm the expungement of civil law citations issued to him/her for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).
- (p) Establishing procedures for the protection of Social Security information pursuant to the Identity Protection Act and proper filing and posting of appropriate policy and procedures (5 ILCS 179/35).
 - 1. The procedures should include proper collection, handling, dissemination, and access restrictions of information that contains Social Security numbers.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Freedom of Information Officer or the authorized designee. All department records are presumed to be open to inspection or copying (5 ILCS 140/1.2).

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

- (a) The Department is not required to create records that do not exist or maintain records that it does not maintain (5 ILCS 140/1).
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/

Bedford Park Police Department

Bedford Park PD Policy Manual

Records Maintenance and Release

video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

- (c) The Freedom of Information Officer shall:
 - 1. Document the date the request was received.
 - 2. Compute the date that the time to respond expires and note the information on the request.
 - 3. Maintain an electronic or hard copy of the request.
 - 4. Create a retention file for the request and promptly determine if the record is available or subject to any exemption.
- (d) The Freedom of Information Officer shall ensure that requests are processed within five business days after receipt, with up to an additional five days permitted for certain exceptions. When seeking additional time, written notice shall be provided to the requesting party (5 ILCS 140/3).
 - 1. These time frames may be extended for recurrent requesters (5 ILCS 140/3.2).
 - 2. Voluminous requests are to be addressed under 5 ILCS 140/3.6.
- (e) Requests for records to be used for commercial purposes shall be processed within 21 working days after receipt (5 ILCS 140/3.1).
- (f) If a record is requested in electronic format, the record shall be provided in electronic format, if reasonably feasible. If not reasonably feasible, the record shall be furnished in the format in which it is maintained. If furnishing an electronic copy, the Department may charge for the actual cost of the recording medium (5 ILCS 140/6(a)).

804.4.2 DENIALS

The denial of a request for records is subject to the following:

- (a) Denial of a request by the Freedom of Information Officer shall be in writing and identify the specific exemptions being claimed under 5 ILCS 140/9. Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)). Because the Department bears the burden of proof in a denial, the Freedom of Information Officer shall consult with the Chief of Police prior to issuing a denial.
- (b) A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).

804.4.3 FEES

Fees shall be collected prior to the release of records. Fees may be waived by the Chief of Police if it is determined by the supervisor that the issuance of the record is in the public interest (5 ILCS 140/6).

Bedford Park Police Department

Bedford Park PD Policy Manual

Records Maintenance and Release

804.4.4 PUBLIC ACCESS COUNSELOR

Any requestor who believes that a violation of the Illinois Freedom of Information Act has occurred may file a request for review with the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9.5).

If the Public Access Counselor determines that an alleged violation is unfounded, no further action will be taken (5 ILCS 140/9.5). In all other cases, the Public Access Counselor will, within seven working days of receipt, forward a request to the Department accompanied by a specific list of documents for the Department to furnish to the Public Access Counselor. The department's Freedom of Information Officer will furnish the requested records or documents within seven working days of receipt, will fully cooperate with the Public Access Counselor and will advise the Chief of Police of all such communications (5 ILCS 140/9.5).

Any communication with the Department by the Public Access Counselor shall be promptly brought to the attention of the Chief of Police.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph, Social Security and driver identification number, name, address, and telephone number, and medical or disability information that is contained in any driver's license record, motor vehicle record or any department record, including traffic crash reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private information including but not limited to unique identifiers such as Social Security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or access codes, medical records, home or personal telephone numbers, home address, personal email addresses, or personal license plates (5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5)).
- (c) Confidential information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of an investigation (5 ILCS 140/7; 5 ILCS 140/2.15(b)).
 - 1. Analysis and conclusions of investigating officers (5 ILCS 140/7(1)(f)).
- (d) The identity of child victims of criminal sexual offenses (725 ILCS 190/3) and reports of elder abuse and neglect (320 ILCS 20/8).
- (e) Records regarding juveniles under 18 years of age (705 ILCS 405/1-7; 705 ILCS 405/5-905).
- (f) Department records that would obstruct an ongoing investigation or pending administrative enforcement proceeding (5 ILCS 140/7).

Bedford Park Police Department

Bedford Park PD Policy Manual

Records Maintenance and Release

- (g) Information contained in personnel and other public records that would constitute an unwarranted invasion of personal privacy, in which the individual's right to privacy outweighs any legitimate interest in obtaining the information.
 - (a) The disclosure of personal information that bears on the public duties of employees of this department shall not be considered an invasion of personal privacy (5 ILCS 140/7(1)(c)).
 - (b) The disclosure of employee performance evaluations is prohibited (820 ILCS 40/11).
- (h) Records that were created exclusively in anticipation of potential litigation, which would not be subject to discovery or which may be subject to an attorney-client privilege involving this department (5 ILCS 140/7(1)(m)). Any record relating to vulnerability assessments, security measures and response policies or plans (5 ILCS 140/7(1)(v)).
- (i) Body-worn camera recordings as provided in the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5).
- (j) Certain records requested by a person committed to the Department of Corrections or a county jail (5 ILCS 140/7).
- (k) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act (5 ILCS 140/7.5).

804.6 ARREST RECORDS

Arrest report information that identifies an individual, any charges, time and location of arrest, name of the investigating department, incarceration or bond information shall be furnished as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 140/2.15(a)).

Information concerning an arrest must be made available to the news media for inspection and copying absent specific exceptions. The information shall be made available as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 160/4a; 50 ILCS 205/3b).

If the request is made by a criminal defendant or an authorized representative (including attorneys), then the Illinois State's Attorney, Village Attorney, Illinois Attorney General, local prosecutor or the courts, as applicable, should be promptly notified.

Persons requesting conviction information should be directed to the ISP.

804.6.1 REQUESTS TO RETRACT OR DELETE ARREST RECORDS

Requests from a Chief of Police, county Sheriff or State's Attorney to delete or retract arrest records of individuals mistakenly identified should be forwarded to the Custodian of Records for handling (5 ILCS 160/17; 50 ILCS 205/4).

804.7 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Bedford Park Police Department

Bedford Park PD Policy Manual

Records Maintenance and Release

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the Assistant State's Attorney, Village Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.8 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.9 EXPUNGEMENT AND SEALING

Expungement and sealing orders received by the Department shall be reviewed for appropriate action by the Custodian of Records or Freedom of Information Officer. The Custodian of Records or Freedom of Information Officer shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction (705 ILCS 405/1-3). Once expunged, members shall respond to any inquiry as though the record did not exist (20 ILCS 2630/5.2).

804.9.1 ARREST RECORDS

When a request is made for arrest records of an individual whose records were retracted or deleted in the case of mistaken identity in accordance with 5 ILCS 160/17 and 50 ILCS 205/4, members should respond that no such records exist.

804.9.2 CIVIL LAW VIOLATIONS

On or before January 1 and July 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge records of any person who committed civil law violations of 720 ILCS 550/4(a) (possession of not more than 10 grams of cannabis) or 720 ILCS 600/3.5(c) (possession of related drug paraphernalia) (20 ILCS 2630/5.2).

804.9.3 JUVENILE RECORDS

On or before January 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge juvenile records as required by 705 ILCS 405/5-915.

If the Chief of Police or the authorized designee certifies in writing that certain information is necessary for a pending investigation involving the commission of a felony or with respect to an internal investigation of any law enforcement office, that information and information identifying the juvenile may be retained as provided in 705 ILCS 405/5-915. However, the remaining portion of any records not retained shall be expunged.

Bedford Park Police Department

Bedford Park PD Policy Manual

Records Maintenance and Release

If juvenile records might be necessary for use in civil litigation against the department, the government entity that created, maintained, or used the records is not required to expunge the records until two years following the subject's arrest (705 ILCS 405/5-915). However, these records shall be considered expunged for all other purposes during this period and the offense that is the subject of the records shall be treated as if it never occurred, as required under 705 ILCS 405/5-923.

In the event a civil lawsuit is filed against the department, the government entity that created, maintained, or used the juvenile records may not expunge the records until two years after the conclusion of the lawsuit, including any appeal (705 ILCS 405/5-915).

Body-worn camera recordings of juveniles shall not be subject to automatic expungement except as otherwise provided in the Portable Audio/Video Recorders Policy.

Within 60 days after receipt of a court expungement order or date of automatic expungement, the Custodian of Records or the authorized designee shall send a written notice of expungement to the subject of the expungement (705 ILCS 405/5-915).

804.10 TRAINING

Prior to assuming the Freedom of Information Officer duties, but within 30 days after being so designated, the Freedom of Information Officer will undergo and successfully complete the electronic training curriculum as developed by the Public Access Counselor. The Freedom of Information Officer shall thereafter be recertified on an annual basis (5 ILCS 140/3.5).

All members who have access to Social Security numbers, from the time of collection to the time of destruction of the records, shall receive training on the protection of such information, pursuant to the Identity Protection Act (5 ILCS 179/35).

804.11 SECURITY BREACHES

Members who become aware that any Bedford Park Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall (815 ILCS 530/10):

- (a) Ensure notice of any breach of the security of personal information is given to the appropriate individuals/entities any time there is a reasonable belief that an unauthorized person has acquired personal information, as defined in 815 ILCS 530/5, stored in any department information system.
- (b) Cooperate with the appropriate individuals/entities by providing the date or approximate date of the breach and identifying any steps taken or that will be taken relating to the breach.

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Bedford Park Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Bedford Park Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Bedford Park Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to (20 Ill. Adm. Code 1240.90):

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Illinois Secretary of State records and the Illinois Law Enforcement Agencies Data Systems (LEADS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

Bedford Park Police Department

Bedford Park PD Policy Manual

Protected Information

- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Bedford Park Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (20 Ill. Adm. Code 1240.50).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (20 ILCS 2630/7; 20 Ill. Adm. Code 1240.50).

805.4.1 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures. The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Ill. Adm. Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (20 Ill. Adm. Code 1240.50; 20 Ill. Adm. Code 1240.80).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Manager for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Division to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

Bedford Park Police Department

Bedford Park PD Policy Manual

Protected Information

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems (20 Ill. Adm. Code 1240.50).
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it (20 Ill. Adm. Code 1240.80). This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (20 Ill. Adm. Code 1240.50).

805.6.2 MAINTENANCE AND TECHNICAL SERVICES

The personnel security requirement for a LEADS agency requires conformance with 20 Ill. Adm. Code 1240.50. Generally, no person may provide maintenance or technical services at or near LEADS equipment unless they are of good character and have not been convicted of a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction. Any person may have his/her authority to provide maintenance or technical services at or near LEADS equipment denied if he/she is charged with a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction (20 Ill. Adm. Code 1240.50(3)).

805.6.3 PROTECTION OF LEADS DATA

LEADS data shall not be included on the violator's copy of any citation that is not delivered by hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or any other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

Bedford Park Police Department

Bedford Park PD Policy Manual

Protected Information

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to the public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
- (f) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
- (g) With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
- (h) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.3 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by the Public Works Department.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

Bedford Park Police Department

Bedford Park PD Policy Manual

Animal Control

806.4 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact the owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.4.1 INJURED WILDLIFE

- (a) Injured wildlife should be referred to one of several locations as applicable and depending upon available resources and type of animal:
 - 1. A local Rehabilitator, preserve or wildlife care center
 - 2. A shelter by the Anti-Cruelty Society, Illinois Society for the Prevention of Cruelty to Animals (SPCA), or the Illinois Department of Natural Resources
- (b) Injured wildlife may be briefly held and transported to wildlife Rehabilitators licensed by the State of Illinois. In addition, migratory birds may be taken only to Rehabilitators who are in possession of appropriate Federal permits issued by the United States Fish and Wildlife Service (USFWS).
- (c) The driver involved in a deer accident may take possession of the dead animal. If the driver does not want the deer, any Illinois resident may claim it (17 Ill. Adm. Code 750.10).

806.5 POLICY

It is the policy of the Bedford Park Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.6 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced including but not limited to cruel treatment of animals, aggravated cruelty to animals, animal torture, animal fighting, and animals confined in vehicles (510 ILCS 70/3.01; 510 ILCS 70/3.02; 510 ILCS 70/3.03; 510 ILCS 70/4.01; 720 ILCS 5/48-1; 510 ILCS 70/7.1):

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.
- (c) Members may enter during normal business hours on a premise where the animal is housed or kept for the purpose of conducting an investigation except such entry shall not be made into a person's residence without a search warrant or court order (510 ILCS 70/10).
- (d) Members who lawfully seize an animal shall comply with impound and notice requirements (510 ILCS 70/3.04; 510 ILCS 70/4.02).

Animal Control

806.7 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities.

Members investigating a report of an animal bite shall...

- (a) ensure that the person bitten has received or been offered immediate medical attention.
- (b) document the incident on an incident report.
- (c) attempt to locate the animal's owner to inform them that their animal has bitten a person.
- (d) inform the owner that the animal must be examined by a veterinarian immediately and the veterinarian must be informed that the animal was involved in a bite incident.
- (e) inform the owner that the animal must not be killed, sold, moved or otherwise disposed of.
- (f) inform the owner that the biting animal must not receive a rabies shot until the last day of a 10-day observation period.
- (g) complete a Cook County Animal Control Bite Report and forwarded to Cook County Animal Control.

806.8 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

806.10 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

806.11 REPORTING REQUIREMENTS

All interactions and response to calls for service that involve animals should be documented on an incident report.

Jeanne Clery Campus Security Act

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

807.2 POLICY

The Bedford Park Police Department encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Bedford Park Police Department facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the Bedford Park Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Bedford Park Police Department and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

807.3 RECORDS COLLECTION AND RETENTION

The Records Manager is responsible for maintaining Bedford Park Police Department statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

- (a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):
 - 1. Murder
 - 2. Sex offenses, forcible or non-forcible
 - 3. Robbery
 - 4. Aggravated assault
 - 5. Burglary
 - 6. Motor vehicle theft
 - 7. Manslaughter
 - 8. Arson

Bedford Park Police Department

Bedford Park PD Policy Manual

Jeanne Clery Campus Security Act

9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession
 10. Dating violence, domestic violence and stalking.
- (b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).
- (c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur in the following places (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):
1. On campus.
 2. In or on a non-campus building or property.
 3. On public property.
 4. In dormitories or other on-campus, residential, student facilities.
- (d) Statistics will be included by the calendar year in which the crime was reported to the Bedford Park Police Department (34 CFR 668.46(c)(3)).
- (e) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location where the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).
- (f) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).
- (g) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

807.4 INFORMATION DISSEMINATION

It is the responsibility of the Administration Chief of Police to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

- (a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e) and (g)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Jeanne Clery Campus Security Act

- (b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to, the following:
 - 1. Crime statistics and the policies for preparing the crime statistics.
 - 2. Crime and emergency reporting procedures, including the responses to such reports.
 - 3. Policies concerning security of and access to campus facilities.
 - 4. Crime, dating violence, domestic violence, sexual assault and stalking awareness and prevention programs, including
 - (a) Procedures victims should follow.
 - (b) Procedures for protecting the confidentiality of victims and other necessary parties.
 - 5. Enforcement policies related to alcohol and illegal drugs.
 - 6. Locations where the campus community can obtain information about registered sex offenders.
 - 7. Emergency response and evacuation procedures.
 - 8. Missing student notification procedures.
 - 9. Information addressing the jurisdiction and authority of campus security including any working relationships and agreements between campus security personnel and both state and local law enforcement agencies.

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Bedford Park Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Bedford Park Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Bedford Park Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than 48 hours except when detention occurs at the beginning of a weekend or holiday (20 Ill. Adm. Code 720.30).

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Bedford Park Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- (d) Individuals who are a suspected suicide risk.
 - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.
- (j) Any individual with a known history of a mental disorder or mental defect, or who shows evidence of such condition (20 Ill. Adm. Code 720.30).
 - 1. If the officer taking custody of an individual believes that he/she may have such a history or condition, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.60).

At least one female department member should be present when a female adult is in temporary custody and should be available for supervision during periods of personal hygiene such as using the toilet (20 Ill. Adm. Code 720.25). In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the Shift Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, Emergency Medical personnel should be summoned for evaluation.

The officer should promptly notify the Shift Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

A "Prisoner Questionnaire Report" will be completed prior to placing any individual into a holding cell.

[See attachment: 900 - PRISONER QUESTIONNAIRE REPORT.pdf](#)

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall:

- (a) Advise the Shift Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
 - 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 - (a) Continuous, direct sight and sound supervision.
 - (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
- (c) Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
- (d) Ensure males and females are separated by sight and sound (20 Ill. Adm. Code 720.50).
- (e) Ensure restrained individuals are not placed in cells with unrestrained individuals.
- (f) Ensure no more than two individuals are placed in a cell together (20 Ill. Adm. Code 720.50).
- (g) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (h) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Chief of Police will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
 1. If the country is on the mandatory notification list, then:
- (c) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
- (d) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- (e) Forward any communication from the individual to his/her consular officers without delay.
- (f) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
 - 1. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
- (g) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
- (h) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Bedford Park Police Department, the custody shall be promptly and properly documented in a custody log, including:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of arrival at the Department.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks including (20 Ill. Adm. Code 720.60):
 - 1. The time of check.
 - 2. The signature, initials, badge number or any other personal identifier of the responsible person.
 - 3. Any relevant remarks.
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Date and time of release from the Bedford Park Police Department.

The Shift Commander should make periodic checks to ensure all log entries and safety and security checks are made on time.

[See attachment: 900 - PRISONER CUSTODY LOG.pdf](#)

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the log.
- (b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins (20 Ill. Adm. Code 720.50).
- (d) There is reasonable access to a drinking fountain or water (20 Ill. Adm. Code 720.60).
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.
- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should be evaluated by Emergency Medical personnel. No member will administer any type of medication to a person in custody.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

900.5.5 TELEPHONE CALLS

Every individual in temporary custody shall be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival (725 ILCS 5/103-3; 20 Ill. Adm. Code 720.20).

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense (20 Ill. Adm. Code 720.75).
 - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
 - 2. If the individual in custody is a custodial parent with responsibility for a minor child, the officer should assist the individual in the placement of the child with a relative or other responsible person designated by the individual in custody (725 ILCS 5/107-2).
- (b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
 - 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
- (c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.
- (d) A notice stating telephone calls may be monitored or recorded shall be posted by each telephone from which persons in custody may place calls (20 Ill. Adm. Code 720.75).

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. All headscarves and head coverings shall be searched before being worn. Headscarves and head coverings may be worn during the arrest processing but will be removed prior to the individual being placed into a holding cell. Headscarves and head coverings may be worn during transport to another facility.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms shall not be permitted in secure areas where individuals are in custody or are processed (20 Ill. Adm. Code 720.70). They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 ATTORNEYS

A person in custody shall be allowed to consult with a licensed attorney a reasonable number of times and for reasonable periods of time (20 Ill. Adm. Code 720.20(c)).

- (a) Attorneys who need to interview a person in custody should do so inside a secure interview room.
- (b) Both the attorney and person in custody should be searched for weapons prior to and after being admitted to the interview room.
- (c) Attorneys must produce a current Illinois Bar card as well as other matching appropriate identification.
- (d) Interviews between attorneys and their clients shall not be monitored or recorded.

900.5.9 VISITORS

Other than a licensed attorney, no other visitors are allowed.

900.5.10 BEDDING

- (a) The officer supervising the person in custody should offer the person clean bedding, including one flame retardant mattress and seasonally appropriate blankets. (20 Ill. Adm. Code 720.60).
- (b) Used bedding will be laundered or otherwise sanitized prior to reissue. Mattresses or mattress covers that have been soiled with body fluids or waste shall be handled using standard universal precautions to reduce exposure to bloodborne pathogens and shall be appropriately laundered, sanitized or discarded (20 Ill. Adm. Code 720.60).

900.5.11 HYGIENE

Individuals in custody shall be supplied with personal hygiene items as needed (20 Ill. Adm. Code 720.60).

Individuals confined beyond 48 hours shall be permitted to shower or bathe once every 48 hours. Clean towels shall be provided when showering or bathing (20 Ill. Adm. Code 720.60).

900.5.12 FOOD SERVICE

Meals will be provided for persons held in excess of six hours as follows (20 Ill. Adm. Code 720.80):

- (a) Three meals per day shall be served in accordance with recognized breakfast, lunch and dinner periods.
- (b) Food must be of sufficient nutritional value and daily minimum calories.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- (c) At least one of the three meals shall be a balanced and complete hot meal if the individual is confined for longer than 24 hours.
- (d) A drink other than water shall be served with each meal.
- (e) Special diets shall be adhered to when prescribed by a physician, clinic or hospital designated by the Chief of Police.
- (f) A copy of the menu served shall be maintained for a period of three months.
- (g) Individuals shall be served in their cells. Eating utensils shall be removed from cells after each meal (20 Ill. Adm. Code 720.70).

900.5.13 EMERGENCY EVACUATION PLAN

This purpose of this plan is to ensure the safe and efficient evacuation of persons in temporary custody in the event of a fire, bombing, severe weather, civil or natural disaster or any other condition making it necessary for removal from the lock-up facility.

The shift supervisor or his designate must consider certain factors for the evacuation of persons in temporary custody. The safety of all personnel shall be the primary consideration.

The immediate and potential danger in the police department jail area should be assessed.

Removal of all prisoners from the Booking / Holding area in the case of a fire, disaster, or other emergency situation shall conform, if at all possible, to the following:

- (a) In case of a fire or other emergency situation, immediately notify the Communications Center of the situation and the type of assistance needed by utilizing the telephone equipment in the Booking/Holding area or a hand held radio.
- (b) Notify the Shift Commander. If personnel in the Booking/ Holding area are unable to make the notification, the Communication Center shall.
- (c) In case of a fire, access to the Booking/Holding area will be provided by unlocking the doors leading to the inside hallway of the facility and to the sally port via the electric proximity card reader. If the electric proximity card reader system is not functioning, the doors should be opened using the "AA4" keys found on all squad car key rings.
 - 1. Communications Center personnel shall open the sally port door to allow Fire Department personnel access to the Booking/ Holding area when such personnel arrive on scene.
- (d) If the emergency allows, there should be a minimum of two officers present prior to prisoners being removed from the Booking/Holding area. If safety of any persons is threatened by a delay, the evacuation plan should progress with whatever employee is available. The offense or reason for the subject being detained shall be considered when deciding how to move a person in temporary custody.
 - 1. A person considered to be potentially dangerous or alleged to have committed a forcible felony shall be moved after being properly handcuffed.
 - 2. A person detained in the jail area for a minor violation of traffic laws, quasi-criminal offenses, or one known to be of good character who does not pose any potential danger or threat may be evacuated without handcuffs.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- (e) Prisoners removed from the Booking/Holding area will be directed to the inner doorway leading to the inside hallway of the facility. From the hallway, prisoners will be moved into the Juvenile Detention Area and held there temporarily, or at least until the Shift Commander develops an alternative detention plan.
 - 1. At least two officers shall be assigned to secure the prisoners in the Juvenile Detention Area. Depending upon the security risk of the individual prisoners and at the direction of the Shift Commander, more officers may be assigned.
 - 2. When moving prisoners, the sally port exit should be avoided, if possible, as this access will most likely be needed for the approach of rescue personnel.
- (f) Prisoners should not be removed from the building during evacuation unless the entire police facility is involved and is in danger. If this danger exists, the prisoners are to be moved from the building through the nearest available exit.
 - 1. Prisoners removed from the building should be temporarily held in the prisoner transport vehicle or other secure police vehicles. No prisoner should be unattended in any police vehicle during this circumstance.
- (g) Prisoners shall be held in these temporary alternative placements until alternative detention arrangements may be made or the emergency is resolved. When it appears unlikely that prisoners will be returned to the Booking/Holding area, arrangements should be made by the Shift Commander to transfer the prisoners to the Hickory Hills Police Department. If Hickory Hills Police Department Holding Facility is unavailable, the shift commander shall make arrangements with another facility for prisoner transfer.
 - (a) Detained juveniles shall not be transported or held in the sight/sound area of adult prisoners.
- (h) If the Booking/ Holding area needs to be evacuated, the Shift Commander should release any eligible prisoners on an Individual Recognizance Bond.

In all instances, the safety and well being of the general public, police department personnel and prisoners detained shall be the primary consideration.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell (20 Ill. Adm. Code 720.60).

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Bedford Park Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

900.6.1 PROCEDURES WHEN RESTRAINTS ARE USED

The following provisions shall be followed when utilizing restraints other than the temporary use of restraints such as handcuffing or leg irons to control an individual during movement and transportation inside or outside the facility (20 Ill. Adm. Code 720.60):

- (a) Officers applying restraints shall make a written report including:
 - 1. The date and time restraints were applied.
 - 2. The purpose for which the restraints were applied.
 - 3. The type of restraint used.
 - 4. When the restraint was removed.
- (b) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort, or restrict blood flow or breathing (e.g., hog-tying).
- (c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure.
- (d) Members shall conduct direct face-to-face observation at least every 15 minutes to check the person's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the officer doing the observation, along with a description of the person's behavior and any actions taken.
- (e) Restraints shall not be utilized any longer than is reasonably necessary. If the person in custody requires restraints for longer than two hours, the person should be transferred to a county or other designated facility.

900.6.2 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return (20 Ill. Adm. Code 720.25). If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

The Shift Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Commander shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary (20 Ill. Adm. Code 720.70). An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.
- (b) The individual shall constantly be monitored by an audio/video system during the entire custody.
- (c) The individual shall have constant auditory access to department members.
- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by department members shall occur no less than every 30 minutes (20 Ill. Adm. Code 720.60).
 - 1. Safety checks should be at varying times.
 - 2. All safety checks shall be logged.
 - 3. The safety check should involve questioning the individual as to his/her well-being.
 - 4. Individuals who are sleeping or apparently sleeping should be awakened.
 - 5. Requests or concerns of the individual should be logged.
- (f) Prior to any member entering an occupied cell, another qualified member shall be present (20 Ill. Adm. Code 720.70).
- (g) Cells shall be cleaned daily (20 Ill. Adm. Code 720.90).

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Chief of Police will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Bedford Park Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Shift Commander and the Chief of Police.
- (c) Notification of the spouse, next of kin or other appropriate person.

Temporary Custody of Adults

- (d) Notification of the appropriate prosecutor.
- (e) Notification of the Village Attorney.
- (f) Notification of the Medical Examiner.
- (g) Evidence preservation.

900.9.1 FEDERAL DEATH IN CUSTODY REPORTING ACT

The Federal Death in Custody Reporting Act (DICRA) requires all state and local criminal justice agencies to report information regarding the death of any person who is "in the process of arrest" to the Department of Justice's Bureau of Justice Statistics.

The Bureau of Justice Statistics defines that deaths occur "in the process of arrest" to include the following.

- (a) In the physical custody, or under the physical restraint, of law-enforcement officers, even if the person was not formally under arrest.
- (b) Any deaths that occur by natural causes while in the physical custody or under the physical restraint of local law enforcement officers, even if the person was not formally under arrest.
- (c) Killed by any use of force by law-enforcement officers (prior to booking).
- (d) At a crime/arrest scene or medical facility prior to booking.
- (e) In transit to or from law enforcement facilities.
- (f) Confined in lockups or booking centers (facilities from which arrestees are usually transferred within 72 hours and not held beyond arraignment).

The immediate supervisor of the detective assigned to investigate the death of a person in law enforcement custody will be responsible for the completion of the Law Enforcement Custodial Death Report (Form CJ-11A Addendum).

Upon completion of a Law Enforcement Custodial Death Report, the supervisor shall complete the ICJIA (Illinois Criminal Justice Information Authority) Cover Sheet and submit it along with the completed report to the ICJIA as designated on the cover sheet.

[See attachment: 900 - FEDERAL IN DEATH CUSTODY REPORT COVER SHEET.pdf](#)

[See attachment: 900 - FEDERAL IN DEATH CUSTODY REPORT.pdf](#)

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual based on the current protocol of the Cook County detention facility being transferred to.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Bedford Park Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
 - 1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
- (i) When practicable, transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.10.1 RELEASE OF PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Arresting officers should make reasonable efforts to contact a responsible adult who is willing to assist a person being released from custody who is under the influence of alcohol or drugs (50 ILCS 705/10.17-5).

900.11 ASSIGNED ADMINISTRATOR

The Chief of Police will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security (20 Ill. Adm. Code 720.70)
- (b) Key control (20 Ill. Adm. Code 720.70; 20 Ill. Adm. Code 720.110)
- (c) Sanitation and maintenance (20 Ill. Adm. Code 720.90)
- (d) Emergency medical treatment (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (e) Escapes and attempted escapes (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (f) Evacuation plans
- (g) Fire- and life-safety (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100; 20 Ill. Adm. Code 720.110)
- (h) Disaster plans (20 Ill. Adm. Code 720.110)
- (i) Building and safety code compliance

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- (j) Riots (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (k) Hostage situations (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (l) Major disturbances including bomb threats (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (m) Battery on members or individuals in custody (20 Ill. Adm. Code 720.110)
- (n) Severe weather and natural disasters (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (o) Civil disasters (20 Ill. Adm. Code 720.110)
- (p) Vermin and pest control (20 Ill. Adm. Code 720.90)
- (q) Contagious disease control (20 Ill. Adm. Code 720.110)

900.11.1 OTHER RESPONSIBILITIES

The Chief of Police will also ensure:

- (a) Notice of Rights posters are posted as required (20 Ill. Adm. Code 720.20).
- (b) A comprehensive written duty description for each position is maintained and that members are familiar with the written post description prior to assuming the post (20 Ill. Adm. Code 720.25).
- (c) The facility meets or exceeds the minimum physical standards as required in 20 Ill. Adm. Code 720.40; 20 Ill. Adm. Code 720.50 and 20 Ill. Adm. Code 720.160.
- (d) All fixtures, equipment, wiring and conduits are properly maintained (20 Ill. Adm. Code 720.70).
- (e) Rules governing the use of the telephone and visits are established consistent with this policy (20 Ill. Adm. Code 720.75).
- (f) Quarterly population reports and extraordinary or unusual occurrence reports are submitted to the Jail and Detention Standards Unit as required by 20 Ill. Adm. Code 720.130.

900.12 RECORDS

The Shift Commander shall ensure a record is maintained for each person in temporary custody with the following information (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.120):

- Name
- Aliases and nicknames
- Address
- Age and date of birth
- Person to notify in case of emergency, including address and telephone number
- Physical description, gender and characteristic marks
- Occupation

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Custody of Adults

- Offense
- Date and time of admission and authority
- Name and title of officers presenting and receiving the person
- Previous arrest record and convictions
- Itemized record of individual's cash and other valuables, expenditures and receipts while in custody
- Disposition of case and authority
- Date of release or transfer
- Physicians' visits, examinations and treatment

900.13 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures. Written documentation of training should be maintained (20 Ill. Adm. Code 720.25).

All members responsible for the temporary custody of adults should receive training that includes, but is not limited to (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100(a)(3); 20 Ill. Adm. Code 720.110):

- Security measures such as use of restraints, force and chemical agents.
- Handling special incidents such as assaults, disturbances, fires, natural disasters, evacuation procedures, escapes, communications and crime scene protection.
- Suicide prevention.
- Identification of signs and management of mentally impaired individuals.
- First aid and CPR.
- Security features of the Bedford Park Police Department facility used to temporarily hold adults in custody, including the location and use of fire extinguishers, emergency equipment and first aid supplies.
- Department supplemental procedures.
- Illinois Municipal Jail and Lockup Standards.

Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Bedford Park Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

Bedford Park Police Department

Bedford Park PD Policy Manual

Custodial Searches

901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody upon entry to the Bedford Park Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Bedford Park Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

No individual in temporary custody at any Bedford Park Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

Bedford Park Police Department

Bedford Park PD Policy Manual

Custodial Searches

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

Inmates who have not been arraigned and remanded by the court to the custody of this department and are being held for a traffic, regulatory or misdemeanor offense that does not involve weapons or a controlled substance, shall only be subject to a modified strip or strip search for weapons or controlled substances (725 ILCS 5/103-1).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Bedford Park Police Department facilities shall be conducted as follows (28 CFR 115.115; 725 ILCS 5/103-1):

[See attachment: 901 - STRIP SEARCH AUTHORIZATION.pdf](#)

- (a) Written authorization from the Shift Commander shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:

Bedford Park Police Department

Bedford Park PD Policy Manual

Custodial Searches

1. The facts that led to the decision to perform a strip search.
 2. The reasons less intrusive methods of searching were not used or were insufficient.
 3. The written authorization for the search, obtained from the Shift Commander.
 4. The name of the individual who was searched.
 5. The name and sex of the members who conducted the search.
 6. The name, sex and role of any person present during the search.
 7. The time and date of the search.
 8. The place at which the search was conducted.
 9. A list of the items, if any, that were recovered.
 10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.
- (h) A copy of the strip search report shall be provided to the individual subject to the search.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Commander authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Commander authorization does not need to be in writing.

Bedford Park Police Department

Bedford Park PD Policy Manual

Custodial Searches

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (725 ILCS 5/103-1):

[See attachment: 901 - BODY CAVITY SEARCH AUTHORIZATION.pdf](#)

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) A physical body cavity search shall be conducted either by or under the supervision of a physician.
- (c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Shift Commander's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex and roles of any department members present.
 - 8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

901.7 TRAINING

The Training Officer shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.

Bedford Park Police Department

Bedford Park PD Policy Manual

Custodial Searches

- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Prison Rape Elimination

902.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against prisoners in the Bedford Park Police Department Temporary Holding Facilities (28 CFR 115.111).

902.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the prisoner does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the prisoner or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of a prisoner or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one prisoner or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a prisoner or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

902.2 POLICY

The Bedford Park Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Bedford Park Police Department will take immediate action to protect prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

902.3 PREA COORDINATOR

The Chief of Police shall appoint an upper-level manager with sufficient time and authority to develop, implement and oversee department efforts to comply with PREA standards in the Bedford Park Police Department Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

- (a) Developing and maintaining procedures to comply with the PREA Rule.
- (b) Ensuring that any contract for the confinement of Bedford Park Police Department prisoners includes the requirement to adopt and comply with applicable PREA and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).
- (c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect prisoners from sexual abuse (28 CFR 115.113). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.
- (d) Developing methods for staff to privately report sexual abuse and sexual harassment of prisoners (28 CFR 115.151).

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

- (e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and department leadership to an incident of sexual abuse (28 CFR 115.165).
- (f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):
 - 1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents" or a similarly comprehensive and authoritative protocol.
 - 2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
 - 3. A process to document all referrals to other law enforcement agencies.
 - 4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
 - 5. In accordance with security needs, provisions to permit, to the extent available, prisoner access to victim advocacy services if the prisoner is transported for a forensic examination to an outside hospital that offers such services.
- (g) Ensuring that prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing or vision disabilities) (28 CFR 115.116).
 - 1. The agency shall not rely on other prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the prisoner's safety, the performance of first-response duties under this policy, or the investigation of a prisoner's allegations of sexual abuse, harassment or retaliation.
- (h) Publishing on the department's website:
 - 1. Information on how to report sexual abuse and sexual harassment on behalf of a prisoner (28 CFR 115.154).

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).
- (i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency's direct control (28 CFR 115.187).
 1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.
 2. The data shall be aggregated at least annually.
- (j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house prisoners overnight (28 CFR 115.193).
- (k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

902.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Prisoners may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Department shall notify all prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

902.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from prisoners and third parties and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Shift Commander any knowledge, suspicion or information regarding:

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

- (a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.
- (b) Retaliation against prisoners or the member who reports any such incident.
- (c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

902.4.2 SHIFT COMMANDER RESPONSIBILITIES

The Shift Commander shall report to the department's designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Shift Commander shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a prisoner was sexually abused while confined at another facility, the Shift Commander shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Shift Commander shall document such notification (28 CFR 115.163).

If an alleged prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the prisoner's potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

902.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

902.5.1 FIRST RESPONDERS

The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

- (a) Separate the parties.
- (b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.
- (c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

- (d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

902.5.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

- (a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.
- (b) Interview alleged victims, suspects and witnesses.
- (c) Review any prior complaints and reports of sexual abuse involving the suspect.
- (d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- (e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as a prisoner or a member of the Bedford Park Police Department.
- (f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
- (g) Refer allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe a prisoner sexually abused another prisoner in the Temporary Holding Facility (28 CFR 115.178).
- (h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

902.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

902.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

Prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

902.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the Mayor. The Chief of Police or Mayor shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with prisoners and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with prisoners by a contractor or volunteer.

902.6 RETALIATION PROHIBITED

All prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Shift Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Shift Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of prisoners or members who have reported sexual abuse and of prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of prisoners, such monitoring shall also include periodic status checks.

902.7 REVIEWS AND AUDITS

Prison Rape Elimination

902.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

- (a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
- (b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.
- (c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- (d) Assess the adequacy of staffing levels in that area during different shifts.
- (e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

902.7.2 DATA REVIEWS

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

- (a) Identification of any potential problem areas.
- (b) Identification of any corrective actions taken.
- (c) Recommendations for any additional corrective actions.
- (d) A comparison of the current year's data and corrective actions with those from prior years.
- (e) An assessment of the department's progress in addressing sexual abuse.

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

The report shall be approved by the Chief of Police and made readily available to the public through the department website or, if it does not have one, through other means. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from Bedford Park Police Department facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the department website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

902.8 RECORDS

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

902.9 TRAINING

All employees, volunteers and contractors who may have contact with prisoners shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Officer shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department's zero-tolerance policy and prisoners' right to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which prisoners are most vulnerable.
- The right of prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.

Bedford Park Police Department

Bedford Park PD Policy Manual

Prison Rape Elimination

- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Officer shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current employees and volunteers who may have contact with prisoners shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and volunteers to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Bedford Park Police Department and that are promulgated and maintained by the Chief of Police.

1000.2 POLICY

In accordance with applicable federal, state and local law, the Bedford Park Police Department provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, genetic information, veteran status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Chief of Police should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong Internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Chief of Police shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

Bedford Park Police Department

Bedford Park PD Policy Manual

Recruitment and Selection

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive and open to all citizens of the United States, with specified limitations as to residency, age, health, habits and moral character (65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Citizenship eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state and federal criminal history record checks
- (h) Polygraph or computer voice stress analyzer (CVSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

The Department will provide veteran preference points as required (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Bedford Park Police Department (50 ILCS 705/10.2).

Bedford Park Police Department

Bedford Park PD Policy Manual

Recruitment and Selection

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF PERSONAL ONLINE ACCOUNTS

Due to the potential for accessing unsubstantiated, private or protected information, the Chief of Police shall not request, require or coerce candidates to provide usernames, passwords, account information or access to password-protected personal online accounts (820 ILCS 55/10).

Candidates may be required to share specific content that has been reported to the Department, without requesting or requiring candidates to provide access to their personal online accounts, as set forth in 820 ILCS 55/10.

The Chief of Police should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, Internet-based searches and/or review information from personal online accounts to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Chief of Police should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior

Recruitment and Selection

- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law and the applicable board or commission (55 ILCS 5/3-8010; 65 ILCS 5/10-1-5; 65 ILCS 5/10-2.1-5). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Chief of Police should maintain validated standards for all positions.

Candidates shall not have been convicted of any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

1000.8 JOB DESCRIPTION

The Chief of Police should ensure that a current job description is maintained for each position in the Department.

1000.9 PROBATIONARY PERIODS

The Chief of Police should identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Evaluation of Employees and Productivity Standard

1001.1 PURPOSE AND SCOPE

Members shall work in an effective, efficient, safe and productive manner, giving a full day's work for a full day's pay.

1001.2 POLICY

It will be the policy of the Bedford Park Police Department to work in such a manner that all patrol personnel have a productivity level consistent with the performance of an aggregate of 80% of the average for the total work unit.

1001.3 BASELINE

- (a) The baseline of productivity shall be set at (.4200).
- (b) Any change in the baseline of productivity will be at the Police Chief's discretion.
- (c) The productivity value will be determined by a set of values designated for each job function that patrol officers perform on a daily basis as established by their Daily Activity Report. (See attachment.)
- (d) The aggregate value will be divided by the number of actual hours worked. The result will be determined to be the member's productivity value.

See attachment: [1000 - PRODUCTIVITY STANDARD - JOB FUNCTION VALUES.pdf](#)

1001.4 ENFORCEMENT

- (a) Members not achieving the baseline productivity standard for any one pay period will receive a written reprimand.
- (b) Any three pay periods within a 12-month period where a member fails to meet the baseline productivity standard will result in a one-day suspension.
- (c) A fourth pay period within a 12-month period where a member fails to meet the baseline productivity standard will result in a two-day suspension.
- (d) A fifth pay period within a 12-month period where a member fails to meet the baseline productivity standard will result in a three-day suspension.
- (e) A sixth or subsequent pay period within a 12-month period where a member fails to meet the baseline productivity standard will result in a hearing in front of the Police Committee and may be subject to discipline up to and including termination.

Bedford Park Police Department

Bedford Park PD Policy Manual

Evaluation of Employees and Productivity Standard

1001.5 NON-VIOLATIONS

- (a) Members that are excused from normal duties for the entirety of the pay period (i.e., light duty, extended sick leave, disability, leave of absence, etc.) will not be subject to productivity standards.
- (b) The determination of excused members will be at the Police Chief's discretion.

1001.6 ELEMENTS OF THE OFFENSE

- (a) Document that evidence existed, prior to the violation, to show that the member knew or should have known the productivity standard expected.
- (b) Document that evidence existed, prior to the violation, to show that the member knew or should have known the consequences of failing to meet or comply with the expected productivity standard.
- (c) Performance standards must be reasonable. An average employee's productivity is reasonable.
- (d) The member's productivity must be proven to be below accepted standards.
- (e) Ensure members have had adequate time to adjust to changes in this policy.
- (f) Ensure the employee has had a fair opportunity to perform and any comparison between the employee's level of performance and the standard is fair (i.e., differences in working conditions such as work shift or zone).

1001.7 ACTUAL HOURS WORKED

- (a) Actual hours worked will be defined as hours worked in performance of assigned duties.
- (b) Scheduled days off, vacation, unscheduled days, compensatory time, sick days, bereavement time, suspensions, and any other time that a member is not actively assigned in the performance of hi/her duties are not calculated as actual hours worked.
- (c) Any hours worked by a member in accordance with the 7(g) compensation agreement shall not be calculated as actual hours worked with regards to Job Function Values and the determination of a members' productivity value as specified in this policy. These assignments may include approved, non-law enforcement, off-duty assignments in the areas of: radio communications, building maintenance, vehicle maintenance, crime prevention, or operation of a patrol vehicle in a parade, funeral, or any other non-law enforcement activity mutually agreed upon.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion or transfer within the ranks of the Bedford Park Police Department.

1002.1.1 GENERAL REQUIREMENTS

The following considerations will be used in evaluating employees for promotion or transfer to a specialty assignment:

- (a) Present a professional, neat appearance that commands respect.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

1002.2 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

- (a) SWAT Team member.
- (b) Detective.
- (c) Officer in Charge.
- (d) Accident Investigator.
- (e) Field Training Officer.
- (f) Training Officer
- (g) Evidence Technician.
- (h) Juvenile Officer.
- (i) Rangemaster.

Bedford Park Police Department

Bedford Park PD Policy Manual

Promotions and Transfers

- (j) Canine Handler.

1002.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- (a) At least three years of experience.
- (b) Has shown an expressed interest in the position applied for.
- (c) Education, training and/or demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (d) Completion of training required for the position or related to the position.

1002.3 SELECTION PROCESS

The following criteria apply to transfers.

- (a) Administrative evaluation as determined by the Chief of Police. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate may submit these recommendations.
- (b) The supervisor recommendations will be submitted to the Chief of Police. The Chief of Police will schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Chief of Police after the interview, the Chief of Police will make the appointment.

The provisions of this policy may be waived for temporary assignments, emergency situations or for training.

1002.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the Village of Bedford Park Chief of Police.

Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

1003.1.1 GRIEVANCE DEFINED

A grievance is a complaint, dispute or request regarding the administration and/or interpretation of the terms or conditions of employment or the interpretation of any of the following documents by the person(s) affected:

- A collective bargaining agreement. If the employee's collective bargaining agreement contains a grievance provision, those grievance procedures will be followed (5 ILCS 315/8)
- This Policy Manual or any written Department procedure
- Village rules and regulations covering personnel practices or working conditions

Grievances may be brought by an individual employee or by a group representative.

Specifically outside the category of grievance are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity are subject to the complaint options set forth in the Discriminatory Harassment Policy, and personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law set forth in the Personnel Complaints Policy.

1003.2 PROCEDURE

If an employee believes that he/she has a grievance as defined above, then that employee shall observe the following procedure:

- (a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.
- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Chief of Police
- (c) If the employee and the Chief of Police are unable to arrive at a mutual solution, then the employee shall follow the grievance procedure as outlined in the collective bargaining agreement.

Bedford Park Police Department

Bedford Park PD Policy Manual

Grievance Procedure

1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

In matters concerning the employee's collective bargaining agreement, the exclusive representative will be notified to attend any conference or settlement even if not requested by the employee (5 ILCS 315/6(b)).

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be maintained in the personnel file of the individual grievant (820 ILCS 40/1 et seq. and 820 ILCS 40/4).

1003.5 GRIEVANCE AUDITS

The Training Officer may perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Training Officer shall record these findings in a confidential and generic memorandum to the Chief of Police without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Training Officer should promptly notify the Chief of Police.

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1004.2 POLICY

The Bedford Park Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member or the Chief of Police.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Anti-Retaliation

1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

The Illinois Whistleblower Act protects a member who, with reasonable cause to believe the information communicated discloses a violation of a law, rule or regulation (740 ILCS 174/1 et seq.):

- (a) Provides information to a government or law enforcement agency, in a judicial or administrative hearing, or testifies before a legislative body.
- (b) Refuses to participate in an activity that would result in a violation of a law, rule or regulation.
- (c) Engages in any other act or omission if the member is disclosing or attempting to disclose public corruption or wrongdoing.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Chief of Police prior to forwarding to the Investigations Division for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Records Manager shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Reporting of Employee Convictions

1005.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties; therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

1005.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Illinois and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 720 ILCS 5/24-1.1).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Officers are prohibited from carrying a firearm if they are currently the subject of a domestic violence protection order (750 ILCS 60/214).

1005.3 OTHER CRIMINAL CONVICTIONS

Any person convicted of a felony is prohibited from being a peace officer in the State of Illinois (50 ILCS 705/6.1). Any person who has been convicted of a felony is prohibited from possessing a firearm (720 ILCS 5/24-1.1. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty plea or nolo contendere plea.

Convictions of certain state or federal violations, including other provisions, such as probation or conditions of bail may place restrictions on an employee's ability to fully perform the duties of the job or restrict possessing firearms (720 ILCS 550/10; 725 ILCS 5/110-10).

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

1005.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired

Bedford Park Police Department

Bedford Park PD Policy Manual

Reporting of Employee Convictions

officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1005.4.1 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD (ILETSB) NOTIFICATION

In the event of an arrest or conviction of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such arrest or conviction to the Illinois Law Enforcement Training and Standards Board (ILETSB).

It is the duty and responsibility of every full-time and part-time police officer to report to both the ILETSB within 30 days and also to the officer's Chief of Police of his/her arrest or conviction for an offense identified in 50 ILCS 705/6.1. Any full-time or part-time police officer who knowingly makes, submits, causes to be submitted, or files a false or untruthful report to ILETSB must have his/her certificate or waiver either immediately decertified or revoked.

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1006.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Bedford Park Police Department

Bedford Park PD Policy Manual

Drug- and Alcohol-Free Workplace

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Chief of Police, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1006.7 REQUESTING SCREENING TESTS

A supervisor may request an employee to submit to a screening test under the following circumstances:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.
- (c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

1006.7.1 SUPERVISOR RESPONSIBILITY

The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.

Drug- and Alcohol-Free Workplace

- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.2 SCREENING TEST REFUSAL

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the Village personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Illinois Employee Sick Leave Act (820 ILCS 191/1 et seq.).

1007.2 POLICY

It is the policy of the Bedford Park Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Any member who is found to have engaged in any activity during their sick leave which is inconsistent with their reported reason for taking sick leave may be subjected to disciplinary action.

It is the responsibility of the sick or injured member to make known to the shift supervisor the need to cancel or reschedule any court, training, or any other commitments that are scheduled for the day(s) the member is using sick leave.

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Shift Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than four hours before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Bedford Park Police Department

Bedford Park PD Policy Manual

Sick Leave

Upon return to work members are responsible for ensuring their time off was appropriately accounted for and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

An "Absence Due To Sickness or Accident" form shall be completed upon being notified of a sick leave by the employee who receives such notification.

See attachment: [1007 - ABSENCE DUE TO SICKNESS OR ACCIDENT.pdf](#)

1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

Failure to provide the certification required or to provide it within the designated time period will result in the loss of sick leave pay being granted. If sick leave pay is denied and, as a result, the member has been overpaid, such overpayment shall be deducted from that member's next pay.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Chief of Police as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the member's performance or ability to complete assigned duties.
 - 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.
- (f) Making arrangements to fill any shift shortages created by a sick leave usage by volunteer or draft.

Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Bedford Park Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Bedford Park Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 - 1. Reporting known and suspected cases of reportable communicable diseases to the local health authority (77 Ill. Adm. Code 690.200).

Bedford Park Police Department

Bedford Park PD Policy Manual

Communicable Diseases

2. Acting as, or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases.
3. The mandates of the Illinois Occupational Safety and Health Act (820 ILCS 219/1 et seq.).
4. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
5. Responding to exposure notifications from hospitals to which members have transported a patient (210 ILCS 85/6.08).
6. Exposure control mandates in 29 CFR 1910.1030 (820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

The ECO should also act as the liaison with the Illinois Department of Labor (IDOL) and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

Bedford Park Police Department

Bedford Park PD Policy Manual

Communicable Diseases

- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 820 ILCS 219/25).

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practical.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Name and Social Security number of the employee exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

Bedford Park Police Department

Bedford Park PD Policy Manual

Communicable Diseases

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1008.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 820 ILCS 219/25).

1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Contacting the Department of Public Health or local health authority and providing information regarding the circumstances of the exposure to determine if the appropriate authority will request consent from the person to submit to testing (77 Ill. Adm. Code 690.1380).
- (c) In cases of possible exposure to infectious diseases, including HIV, by having a health care provider or health facility test the source of the exposure pursuant to 410 ILCS 305/7 and/or 410 ILCS 312/10.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the Village Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; 820 ILCS 219/25).

Bedford Park Police Department

Bedford Park PD Policy Manual

Communicable Diseases

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Bedford Park Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Bedford Park Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Bedford Park Police Department.

Smoking and tobacco use by members is prohibited in any Village owned vehicle or facility.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside Village facilities and vehicles.

1009.4 ADDITIONAL PROHIBITIONS

No employee shall smoke, even if out of public view in any public place, child/adult day care center, health care facility or within 15 feet of any entrance or any other location described under the Smoke Free Illinois Act (410 ILCS 82/15).

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Bedford Park Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Bedford Park Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report alleged misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or of federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Infraction - Minor employee misconduct or departure from department policy, rules, directives, or procedures.

Informal Inquiry - A meeting by supervisory or command personnel with an officer upon whom an allegation of misconduct has come to the attention of such supervisory or command personnel, the purpose of which meeting is to mediate a citizen complaint or discuss the facts to determine whether a formal investigation should be commenced (50 ILCS 725/2(b)).

Formal Inquiry - The process of investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct which may be the basis for filing charges seeking his or her removal, discharge, or suspension in excess of three (3) days (50 ILCS 725/2(c)).

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Investigations Division, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Supervisors may initiate a complaint based upon misconduct or departure from department policy, rules, directives, or procedures, whether observed personally or received from any other source.
- (b) Individuals from the public may make complaints in person by the offended party to the on-duty Shift Supervisor.
- (c) Any department member becoming aware of alleged misconduct by another department member shall notify the on-duty Shift Supervisor.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 ACCEPTANCE

All complaints will be courteously accepted by any department Supervisor.

1010.5 DOCUMENTATION

Minor employee misconduct or departures from department policy, rules, directives, or procedures may be documented on a department "Infraction Violation Notice".

All other complaints of alleged misconduct shall be documented in writing by a sworn affidavit by the person making the complaint (50 ILCS 725/3.8(b)).

Supervisors may document observed misconduct in the form of a department memorandum to the Chief of Police.

Should the sworn affidavit be found to contain knowingly false material information, the matter shall be brought to the attention of the appropriate State's Attorney for determination of prosecution (50 ILCS 725/3.8(b)).

[See attachment: 1010 - PERSONNEL COMPLAINT FORM.pdf](#)

[See attachment: 1010 - INFRACTION VIOLATION NOTICE.pdf](#)

1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Completing an "Infraction Notice Violation" upon observing or becoming aware of minor employee misconduct or departure from department policy, rules, directives, or procedures.
 - 1. The supervisor will prepare the notice indicating the member's misconduct, the matters discussed, and the reasons offered to explain the unacceptable behavior.
 - 2. In all cases, it is assumed that the signed and completed "Infraction Violation Notice" indicates that the member has been made aware of the violation. The "Infraction Violation Notice" shall be construed as an oral reprimand with possible sanctions being:
 - (a) Written Reprimand
 - (b) Suspension
 - 3. Upon completion of the "Infraction Violation Notice", the supervisor and the member will sign the form indicating the date and time the form was signed.
 - 4. The original form will be submitted to the Chief of Police for review and a photocopy will be given to the member.
 - 5. An "Infraction Violation Notice" will be retained for one (1) year in the member's personnel file.
 - 6. Disciplinary action, if warranted, will be implemented by the Chief of Police in accordance with Department Policy and the Collective Bargaining Agreement.
- (b) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to the Shift Commander of the accused member, via the chain of command, who will take appropriate action. A copy of the complaint form will be forwarded to the Chief of Police.
 - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the Chief of Police.

- (c) Responding to all complaints in a courteous and professional manner.
- (d) Resolving those personnel complaints that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint when feasible.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Chief of Police.
- (e) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Chief of Police is notified via the chain of command as soon as practicable.
- (f) Promptly contacting the Chief of Police for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (g) Forwarding unresolved personnel complaints to the Chief of Police, who will determine whether to contact the complainant or assign the complaint for investigation.
- (h) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (i) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (j) Ensuring that the procedural rights of the accused member are followed.
- (k) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Investigations Division, the following applies to members covered by the Uniform Peace Officers' Disciplinary Act:

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated (50 ILCS 725/3.3).
- (b) Unless waived by the member, interviews of an accused member shall be at the Bedford Park Police Department or other reasonable and appropriate place (50 ILCS 725/3.1).
- (c) The accused member shall be informed in writing of the name, rank and unit of command of the officer in charge of the investigation, the interviewers and all persons who will be present on behalf of the Department during any interview. The accused

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

member shall inform the Department of any person who will be present on his/her behalf during any interview (50 ILCS 725/3.4). No more than two interviewers should ask questions of an accused member.

- (d) Prior to any interview, a member should be informed in writing of the nature of the investigation (50 ILCS 725/3.2).
- (e) All interviews should be for a reasonable period and the member's personal needs should be accommodated (50 ILCS 725/3.5).
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so (50 ILCS 725/3.6).
 - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 - 2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (50 ILCS 725/3.7).
- (i) No member shall be interviewed without first being advised in writing that admissions made in the course of the interview may be used as evidence of misconduct or as the basis for charges seeking suspension, removal or discharge. In addition, no member shall be interviewed without first being advised in writing that he/she has the right to counsel of his/her choosing, and that counsel may be present to advise him/her at any stage of any interview (50 ILCS 725/3.8).
- (j) The member under investigation shall have the right to be represented by counsel of his/her choosing and may request counsel at any time before or during an interview. When a request for counsel is made, the interview shall not proceed until a reasonable time and opportunity are provided to the member to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, the representative shall be present during the interview, unless this requirement is waived by the member being interviewed (50 ILCS 725/3.9). However, in order to maintain the integrity of each employee's statement,

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the member's express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his/her record (50 ILCS 725/3.11).
- (m) These provisions do not apply to any member charged with violating any provisions of the Criminal Code of 2012, or any other federal, state or local criminal law (50 ILCS 725/5).
- (n) These provisions apply only to the extent that there is no collective bargaining agreement currently in effect dealing with the subject matter of these provisions (50 ILCS 725/6).

[See attachment: 1010-administrativeproceedingrights.pdf](#)

1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Bedford Park Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of the results of a personnel complaint investigation, the Chief of Police shall review the investigation and all accompanying materials. The Chief of Police may return the file to the investigator for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

1010.10.2 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal pursuant to the personnel rules and applicable guidelines; pursuant to the collective bargaining agreement; if non-home rule, the procedures outlined in 65 ILCS 5/10-2.1-1; if civil service, the procedures outlined in 65 ILCS 5/10-1-1.

1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Complaints

afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.16 MANDATORY NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

The Chief of Police or the authorized designee shall notify the ILETSB of any final determination of discipline in the following circumstances (50 ILCS 705/6.2):

- (a) The officer is discharged or dismissed as a result of the violation.
- (b) The officer resigns during the course of an investigation and after being served notice that he/she is under investigation that is based on the commission of a Class 2 or greater felony.

The notification shall occur within 30 days of a final decision and exhaustion of any appeal, or resignation, and shall provide information regarding the nature of the violation.

Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 and 625 ILCS 25/4.

1011.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1011.3 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.4 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Bedford Park Police Department

Bedford Park PD Policy Manual

Seat Belts

1011.5 POLICY

It is the policy of the Bedford Park Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle crash.

1011.6 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 625 ILCS 25/4.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Bedford Park Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE OF BODY ARMOR

The Quartermaster shall ensure that body armor is issued to all officers when the officer begins service at the Bedford Park Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice (50 ILCS 712/10).

The Quartermaster shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to this schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1012.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.
- (e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1012.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections.

Bedford Park Police Department

Bedford Park PD Policy Manual

Body Armor

1012.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1012.3.4 WARRANTY PERIODS

All body armor shall be replaced before or at the expiration of the warranty at the Department's expense (50 ILCS 712/10).

1012.4 RANGEMASTER RESPONSIBILITIES

The Rangemaster should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
 - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
 - 2. Any member response shall be attached to and retained with the original adverse comment (820 ILCS 40/6).
 - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1013.3 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files twice in a calendar year or as otherwise provided in a collective bargaining agreement. The Department will grant the inspection within seven working days (820 ILCS 40/2).

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Records

Any member seeking the removal or correction of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department may remove or correct any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record as long as the contested item is a part of the file (820 ILCS 40/6).

Members may obtain a copy of the information or part of the information contained in their file (820 ILCS 40/3).

A member who is involved in a current grievance against the Department may designate in writing a representative of the member's union or collective bargaining unit or other representative to inspect the member's personnel record which may have a bearing on the resolution of the grievance (820 ILCS 40/5).

Members may be restricted from accessing files containing any of the following information (820 ILCS 40/10):

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.4 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Records

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1013.4.1 SPECIFIC RETENTION REQUIREMENTS

Unless provided otherwise in this policy, the following records shall be maintained (56 Ill. Adm. Code 320.140):

- (a) Member payroll records, including name, address, occupation, wages, records of wages and other forms of compensation, dates of hire, promotion and dates of pay increases shall be maintained for a minimum of five years.
- (b) Personnel records, including qualifications for hire, records of promotion, transfer, discipline, certifications, evaluations, written job offers and any available explanations of member compensation shall be maintained for a minimum of five years.

1013.5 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Illinois (5 ILCS 140/7).

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Investigations supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

1013.7 TRAINING FILE

An individual training file shall be maintained by the Training Officer for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts,

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Records

diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Training Officer or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Training Officer or supervisor shall ensure that copies of such training records are placed in the member's training file.

1013.8 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.9 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Mayor, Village Attorney or other attorneys or representatives of the Village in connection with official business.

1013.9.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records, FOIA Officer or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personnel Records

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1013.9.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

Commendations and Awards

1014.1 PURPOSE AND SCOPE

Special recognition may be in order whenever a member of this department performs his/her duties in an exemplary manner. Citizens also may at times perform a meritorious act that deserves recognition. This procedure provides general guidelines for the commending of exceptional member performance or meritorious acts by citizens.

1014.2 TYPES OF AWARDS

- (a) **Medal Of Honor:** The highest award in the Department. To be awarded to an Officer who voluntarily distinguishes him/herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and such a nature that the Officer was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty.
- (b) **Medal of Valor:** Ranked next in prominence to the Medal of Honor. The Medal of Valor is to be awarded for exceptional bravery at imminent risk of great bodily harm with the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
- (c) **Medal of Commendation:** Awarded to an Officer who distinguishes him/herself by performing an act of excellent or outstanding self-initiated police work, act that are highly unusual and creditable, and for continuing, long term dedication and devotion to the Department or Community.
- (d) **Purple Heart:** Awarded to an Officer who has been seriously wounded or injured intentionally by other persons while in the performance of their duties. Both on or off duty incidents may be considered. A serious wound is defined as injury to any part of the body from an outside force or agent sustained while performing a law enforcement function and requiring treatment from medical personnel. In those cases where the serious wound was not inflicted by a deadly or dangerous weapon, the Committee shall determine whether it meets the required qualifications. The Committee shall not consider injuries sustained from training, falls, motor vehicle accidents or similar occurrences unless the evidence clearly indicates the Officer had exhausted all reasonable safety precautions and had no control of the circumstances. Final determination for recipients of the Purple Heart will be made by the Chief of Police.
- (e) **Chief's Award:** Awarded to any member or citizen that has supported the Department and or distinguished themselves by exceptional service in the performance of a duty of great or unusual responsibility, wherein they have displayed unusual initiative, marked ability, keen observation and exceptional energy.
- (f) **Outstanding Achievement Award:** Awarded to an Officer in appreciation and recognition for continued dedication and loyalty to the law enforcement profession and for consistent high quality performance as a professional police officer. Examples of exemplary performances include, but are not limited to: exceeds productivity standards, demonstrated loyalty to the law enforcement profession and the department, ability to consistently conduct investigations and prepare reports that are

Bedford Park Police Department

Bedford Park PD Policy Manual

Commendations and Awards

above average in quality, demonstrated willingness to set a professional example for peers, constructive participation in professional and community service organizations which also brings favorable recognition to law enforcement, the village and the Department, demonstrated willingness and ability to provide constructive suggestions for improvements in Department Policy, procedure, and operation.

- (g) **Life Saving Award:** Awarded to an Officer, employee, or citizen responsible for the saving of lives or prevention of great bodily harm to one or more persons in any particular instance. The rescuer need not have been subjected to personal risk through his/her involvement. The action need not have been taken while on duty.
- (h) **Telecommunications Medal:** Awarded to a Bedford Park Police Department Telecommunicator whose actions had an important bearing on the outcome of an emergency incident, usually associated with, but not limited to, an incident saving a life.
- (i) **Citizen Award:** A "Citizen Award" may be bestowed on any private citizen in recognition of actions or achievements that have directly benefited the Department, or any of its' members, in a substantial or significant manner. The award will be in the form of a certificate, plaque or medal as deemed by the Chief of Police.
- (j) **Service Award:** Acknowledges years of service to the Bedford Park Police Department in increments of 5 years.
- (k) **Education Award:** Awarded to individuals who seek to personally improve themselves by completing education after becoming a sworn officer.
- (l) **Special Awards:** The Chief of Police may issue "Special Awards" to individuals, groups or the whole of the department for events that may have an impact on the Department, Village, or Nation. The first such Special Award to be given is in recognition to those officers that served on September 11, 2001 and immediately thereafter in response to potential terrorist activities. Other "Special Awards" may include, but are not limited to; natural disasters, terrorist actions or other events that took an exceptional effort by the Bedford Park Police Department as a whole.
- (m) **Letter of Recommendation:** A letter issued to an officer for an act or achievement which brings credit to them or the Department and which involves performance above and beyond that which would be normally be expected of an officer. This act or achievement may be a specific instance or an outstanding performance of general duties over an extended period of time.

1014.3 AWARD REVIEW COMMITTEE

The Bedford Park Police Department shall establish an Award Review Committee, which will be comprised of five members, representing various classifications of the Department. Members will be appointed by the Chief of Police and will serve at his pleasure. The Deputy Chief will be the Chairman of the Committee and will coordinate activities of the Award Review Committee to include scheduling of meetings.

Award Review Committee Duties: The Committee shall meet to review and act upon any recommendation received by the Chief. The Committee shall review all reports and documentation

Commendations and Awards

relative to the nominees performance during the incident being evaluated and may interview any witness and/or the nominee in person. Following review, Committee members will determine whether the performance of the nominee substantially met the criteria established for the award. In exercising its judgment, the Committee may decide to recommend a higher award than that recommended by the original nomination. In instances where the recommendation fails to meet the required criteria for a specific award, the Committee can recommend denial of the award or recommend an award more appropriate to the circumstances. The Committee will be responsible for coordinating the awards program. These responsibilities shall include, but are not limited to, planning and scheduling award presentation ceremonies, obtaining appropriate awards and certificates, and coordinating the involvement of nominees, citizens, and the news media in award presentation ceremonies.

1014.4 NOMINATING

1. Any individual who has personal knowledge of an act, achievement, or service and believes that such conduct may qualify for a formal recognition may initiate recommendations for awards.
2. Recommendations for awards shall be submitted within 90 days of the incident to the Chief of Police via an inter-office memo. This memo shall include all details of the incident/event (ie: Incident Report Number, witnesses, current status, or any supporting material).
3. The Chief of Police will forward the request to the Award Review Committee via the Chairman.
4. The Award Review Committee Chairman (Deputy Chief) will call for a meeting of the committee on an "as needed" basis.
5. The Award Review Committee will then determine if the nomination meets the criteria for award categories. After reviewing the facts, the Committee submits one of the following recommendations:
 - a. **Nomination Confirmed** - The belief the act took place and the person nominated should be presented the award within the appropriate category.
 - b. **Nomination Amended** - The belief the act took place but the facts contained in the nomination lead the Committee to recommend an award of greater/lesser degree than originally specified.
 - c. **Inconclusive** - Facts provided lack corroboration to merit an award and more investigation into the act may be required.
 - d. **Unfounded** - Facts, statements, etc., conclusively indicate the act as alleged did not take place in the manner indicated and the nomination is, therefore, unqualified for award justification.

Bedford Park Police Department

Bedford Park PD Policy Manual

Commendations and Awards

6. The committee recommendation is submitted to the Chief of Police for his approval.
7. Letter Of Recommendations do not require the action of the Award Review Committee.
8. The Chief's Award is awarded at the sole discretion of the Chief of Police and requires no action by the Award Review Committee.

1014.5 PRESENTATION OF AWARDS

The Chief or his designate will present all awards.

The Chief may request the Mayor present the award during a Village Board meeting.

1014.6 WEARING OF AWARD BARS AND RIBBONS

Officers will wear award bars on their dress uniform to all functions when the dress uniform is required. Officers are encouraged to wear award bars on their patrol uniforms.

Award bars are to be worn centered just above the nametag over the right shirt/blouse pocket or on their vest above the name tag.

If more than one bar is worn by an Officer, they will be contained in an issued bar holder and positioned right to left (highest to lowest in value).

Up to three (3) award bars will form a row. Any one Officer may wear a maximum of five rows of three for a total of fifteen (15) award bars.

1014.7 RECORDS

Copies of awards will be maintained as follows:

- a. Original to recipient.
- b. Copy to personnel file.

1014.8 AWARD DESCRIPTIONS

A. Commendation Medals

1. Manufacturer - Blackington
2. Finish options - High Glo

B. Commendation Bars

1. Manufacturer - Blackington (1 3/8" x 3/8" in size)
2. Finish - enameled finish with gold metal border

C. Commendation Ribbons

1. Manufacturer - Blackington (1 1/4" x 3/8" in size)

Bedford Park Police Department

Bedford Park PD Policy Manual

Commendations and Awards

2. Cloth covered (no gold or silver border)

D. Cab Slide Holder

1. Manufacturer - Blackington (1 1/4" x 3/8" in size)

E. Stars on Bars

1. Unless otherwise indicated, the commendation bar will signify a single event. In the event that an Officer receives an award multiple times, a gold star will be affixed on the commendation bar for the second and each subsequent award up to six gold stars. If an Officer receives an award greater than seven (7) times, a second commendation bar will be awarded.

<u>AWARD</u>	<u>MEDAL</u>	<u>RIBBON #</u>	<u>COMMENDATION BAR</u>
Medal of Honor	A4597 Drape	RC-27	A6265 Bar Red/White/ Blue/White/Red
Medal of Valor	A4597 Drape	RC-32	A6265 Bar Blue/White/ Red/White/Blue
Medal of Commendation	A4597 Drape	RC-38	A6265 Bar White/Blue/ Gold/Blue/White
Purple Heart		RC-45	A7140 Bar Purple
Lifesaving		RC-1	A7140 Bar Red
Chief's Award		RC-15	A1475 Bar Yellow/White/Dark Blue/White/Yellow
Outstanding Achievement		RC-2	A7141 Bar Red/White
Telecommunicator Award		RC-26	RC-26 Bar Dark Blue/ White/Dark Blue

Bedford Park Police Department

Bedford Park PD Policy Manual

Commendations and Awards

Service Award		RC-17	A7140 5 yrs - Dark Blue with 1 star 10 yrs - Dark Blue with 2 stars 15 yrs - Dark Blue with 3 stars 20 yrs - Dark Blue with 4 stars 25 yrs - Dark Blue with 5 stars 30 yrs - Dark Blue with 6 stars
Education Award Associates Degree Bachelors Degree Masters Degree Doctorate/PHD		RC-23	A7142 Green/White/Green Green/White/ Green - 1 star Green/White/ Green - 2 stars Green/White/ Green - 3 stars
Special Awards September 11, 2001 FBI National Academy		TBA RC-3	TBA A7142 - Red/ White/Blue FBI/NA
School of Police Staff and Command			A8105 Dark Blue/White/ Purple/White/Dark Blue

Fitness for Duty

1015.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1015.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1015.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) The Shift Commander shall make a determination as to whether or not the employee should be temporarily relieved from their duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1015.4 NON-WORK-RELATED CONDITIONS

Any employee suffering from a non-work-related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

Bedford Park Police Department

Bedford Park PD Policy Manual

Fitness for Duty

1015.5 WORK-RELATED CONDITIONS

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Any employee whose actions or use of force in an official capacity result in death or serious injury to another will be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy.
- (b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1015.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform his or her job duties. If the employee places his or her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding.
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order or any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

Bedford Park Police Department

Bedford Park PD Policy Manual

Fitness for Duty

1015.7 LIMITATION ON HOURS WORKED

Absent emergency operations or exigent circumstances members should not work more than:

- 16 hours in one day (24 hour) period or

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other on or off-duty work assignments including, but not limited to, work authorized by the department under the Outside Employment Policy.

1015.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

1015.9 REVOCATION OR SEIZURE OF FIREARM OWNER'S IDENTIFICATION CARD

Possession of a Firearm Owner's Identification Card (FOID) is not a condition of continued employment if the officer's FOID is revoked or seized, because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to him/herself or others as determined by a physician, clinical psychologist, or qualified examiner (50 ILCS 725/7.2).

Meal Periods, Breaks, Restricted Leave

1016.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement. If not covered in the employee's collective bargaining agreement, this policy shall conform to and be guided by the policy governing all Village employees that has been established by the Mayor (820 ILCS 140/3).

1016.1.1 MEAL PERIODS

Sworn employees, telecommunicators, and custody personnel shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

All employees will receive an appropriate meal period not more than five hours from the start of the work period absent emergency situations (820 ILCS 140/3).

Uniformed patrol and traffic officers shall request clearance from a Supervisor prior to taking a meal period. Uniformed officers shall take their breaks within the Village limits unless on assignment outside of the Village or if they receive approval from their supervisor for a meal break outside of the Village.

The time spent for the meal period shall not exceed the authorized time allowed.

1016.1.2 BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field officers will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of Dispatch. Exceptions require supervisor approval.

The time spent for the break period shall not exceed the authorized time allowed.

1016.2 RESTRICTED LEAVE

Employees upon request may use up to one hour of paid leave or more if authorized by the collective bargaining agreement to donate blood every 56 days (820 ILCS 149/10).

Employees with the approval of a supervisor are entitled to take up to two hours of paid leave to vote (10 ILCS 5/17-15).

Lactation Break Policy

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reasonable accommodations for members desiring to express breast milk for the member's infant child as outlined in the Nursing Mothers in the Workplace Act (820 ILCS 260/10; 29 USC § 207).

1017.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child up to one year after the child's birth (820 ILCS 260/10; 29 USC § 207).

1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

Members desiring to take a lactation break shall notify Dispatch or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10; 775 ILCS 5/2-102).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1017.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall (820 ILCS 260/15). The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

Bedford Park Police Department

Bedford Park PD Policy Manual

Lactation Break Policy

1017.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the member ends her shift.

Payroll Record Procedures

1018.1 PURPOSE AND SCOPE

Payroll periods are based on predetermined 28-day periods during the year. Payroll records are submitted to the Chief of Police on a bi-weekly basis for part-time employees and at the end of each 28-day pay period for full-time employees.

1018.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of daily activity reports for the payment of wages and overtime compensation.

1018.1.2 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis on a week day determined by the Village of Bedford Park Treasurer with certain exceptions such as holidays.

Overtime Compensation Requests

1019.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages or by the allowance of accrual of compensatory time off as provided in the personnel manual or as agreed and in effect through any applicable collective bargaining agreement. In order to qualify for either, the employee must accurately record any overtime on their daily activity report and submit such activity report as soon as practical after the overtime is worked.

1019.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed the amount of hours specified in the Collective Bargaining Agreement.

1019.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Division.

1019.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor or the Shift Commander. Employees submitting overtime requests for on-call pay when off duty shall submit such request to the Shift Commander the first day after returning for work.

1019.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's Daily Activity Report, the overtime payment request is forwarded to the employee's Chief of Police or his designate for final approval.

1019.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked on their Daily Activity Report. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid. In these

Bedford Park Police Department

Bedford Park PD Policy Manual

Overtime Compensation Requests

cases the supervisor will ensure that the actual time worked and the minimum overtime payment is recorded.

1019.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest half of an hour as indicated by the following chart:

<u>TIME WORKED</u>	<u>INDICATE ON D.A.R.</u>
1 to 30 minutes	.50
31 to 60 minutes	1 hour

1019.3.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the Shift Commander or other approving supervisor may require each employee to include the reason for the variation on the back of the Daily Activity Report.

Outside Employment

1020.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1020.1.1 DEFINITIONS

Outside Employment - Where any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1020.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

To obtain approval for outside employment, the employee must complete an Outside Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration, along with any applicable comments or review of work history provided by the submitting supervisor or any other supervisor having information which should be legitimately considered as factors for approval or rejection.

Applications must be accompanied by a Village indemnification/hold harmless agreement executed by the outside employer.

If approved, the employee will be provided with a copy of an approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved, except in cases where the permit is revoked as allowed for elsewhere in this policy, prior to the end of the calendar year. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial.

Bedford Park Police Department

Bedford Park PD Policy Manual

Outside Employment

Any change in conditions described in the original Outside Employment Application must be immediately submitted on a new application for approval.

Members will immediately report in writing any incidents arising from or connected with their secondary outside employment which might adversely affect the department or personnel.

See attachment: [1020 - OUTSIDE EMPLOYMENT APPLICATION.pdf](#)

1020.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee shall file a written notice of appeal to the Chief of Police within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the Grievance Policy.

1020.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

- (a) When an employee's performance at this department is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his/her discretion, revoke any outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit.
- (b) When included as a term or condition of sustained discipline.
- (c) When an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

Any member of this department holding an outside work permit, either an extension or non-extension of police service, with a company which is affected by a strike shall immediately suspend their employment with that company during the duration of the strike. That member shall report this action on a memorandum to the Chief of Police.

1020.3 PROHIBITED OUTSIDE EMPLOYMENT

The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

Bedford Park Police Department

Bedford Park PD Policy Manual

Outside Employment

- (a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of or reliance upon the Department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.
- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient.

Members shall not engage in any employment or business involving the retail sale or distribution of alcoholic beverages, investigative work for insurance companies, private guard or security services in their uniform, private investigation services, collection agencies, attorneys or bail bond agencies.

Members will generally be approved to work not more than twenty (20) hours per week on secondary employment.

1020.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such extra duty overtime assignments will be assigned, monitored and paid through the Department.

- (a) The applicant will be required to enter into an indemnification agreement prior to approval.
- (b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.
- (c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:
 - 1. The officer(s) shall wear the departmental uniform/identification.
 - 2. The officer(s) shall be subject to the rules and regulations of this department and direction of Department supervisors.
 - 3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.

Bedford Park Police Department

Bedford Park PD Policy Manual

Outside Employment

4. Compensation for such approved outside security or traffic direction services shall be pursuant to normal overtime procedures, collective bargaining agreement, or Village ordinance.
5. Outside security services shall not be subject to the collective bargaining process.

No officer may engage in secondary employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

1020.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

1020.3.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Chief of Police, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1020.4 DEPARTMENT RESOURCES

Employees are prohibited from utilizing other departmental employees, and any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1020.4.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for an outside employment position, the Department may request that an officer provide his or her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his or her personal financial records for review/audit. If the employee elects not to provide the requested records, his or her off-duty work permit may be revoked pursuant to sections above in this policy.

1020.5 TERMINATION OF OUTSIDE EMPLOYMENT

If an employee terminates his/her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police

Bedford Park Police Department

Bedford Park PD Policy Manual

Outside Employment

through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

1020.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the Village's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Bedford Park Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

Occupational Disease and Work-Related Injury Reporting

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues and work-related injuries.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury or illness - Any accidental injury or disease arising out of and in the course of the employment or which has become aggravated and rendered disabling as a result of the exposure of the employment (820 ILCS 310/1(d)).

1021.2 POLICY

The Bedford Park Police Department will address occupational diseases, applicable mental health issues and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (820 ILCS 310/1 et seq.).

1021.3 RESPONSIBILITIES

1021.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (820 ILCS 310/6(c)).

1021.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required workers' compensation documents are completed and forwarded promptly. Any related Villagewide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1021.3.3 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical files. The Chief of Police should ensure that any required Illinois Department of Labor reporting is made as required in the injury and illness prevention plan identified in the Injury and Illness Prevention Policy.

Bedford Park Police Department

Bedford Park PD Policy Manual

Occupational Disease and Work-Related Injury Reporting

1021.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Chief of Police.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1021.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1021.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the Village to determine whether the offered settlement will affect any claim the Village may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the Village's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1022.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1022.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1022.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1022.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1022.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his/her designee.

1022.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1022.2.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Bedford Park Police Department

Bedford Park PD Policy Manual

Personal Appearance Standards

Earrings shall not be worn by uniformed sworn members, detectives or special assignment personnel without permission of the Chief of Police or his/her designee. Only one ring may be worn on each hand of the employee while on-duty.

1022.3 TATTOOS

While on-duty or representing the Department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on-duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related or obscene language.

1022.4 BODY PIERCING

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Chief of Police. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or bifurcation.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

Uniform Regulations

1023.1 PURPOSE AND SCOPE

The uniform policy of the Bedford Park Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

- Department Owned and Personal Property
- Body Armor
- Grooming Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Bedford Park Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency as determined by the Chief of Police, his/her designate or as agreed upon in the respective employee group's collective bargaining agreement.

1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) All uniform personnel shall maintain their uniforms and equipment in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to promptly perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

Bedford Park Police Department

Bedford Park PD Policy Manual

Uniform Regulations

- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (j) Mirrored sunglasses will not be worn with any Department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Chief of Police or his/her designee.
 - 1. Wrist watch.
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
 - 3. Medical alert bracelet.

1023.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Chief of Police.

1023.3 UNIFORM CLASSES

1023.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie.
- (b) Dress pants (non-BDU).
- (c) Dress blouse coat.
- (d) 5-star cap.
- (e) Polished shoes (ie., Clarino, Oxford).

1023.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

Bedford Park Police Department

Bedford Park PD Policy Manual

Uniform Regulations

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required. A department issued turtleneck or dickey may be worn with the long sleeve shirt during cold weather months.
- (b) A white t-shirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.
- (d) Shoes for the Class B uniform may be as described in the Class A uniform.
- (e) Approved, all black, shoes or boots may be worn.

1023.3.3 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1023.3.4 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1023.4 INSIGNIA AND PATCHES

- (a) **Shoulder Patches** - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's last name. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (c) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (d) **Assignment Insignias** - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (e) **Badge** - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (f) **Rank Insignia** - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.
 - 1. Chief of Police - one bar containing three five-point gold plated stars worn on both collars of the shirt; bars and stars parallel to the top edge of the

Bedford Park Police Department

Bedford Park PD Policy Manual

Uniform Regulations

collar, visually centered; single point to the top of the collar; the front edge of the insignia one inch from the front edge of the collar.

2. Deputy Chief of Police - one bar containing two five-point gold plated stars, worn on both collars of the shirt; bars and stars parallel to the top edge of the collar, visually centered; single point to the top of the collar; the front edge of the insignia one inch from the front edge of the collar.
3. Captain - two gold plated bars, approximately 1" long and 1" wide, worn on both collars of the shirt; placed with the long edge of the bars parallel to the front edge of the collar, visually centered, the front edge of the bar one inch from the edge of the collar.
4. Lieutenant - one gold plated bar, approximately 3/4" long and 1/4" wide, worn on both collars of the shirt; placed with the long edge of the bar parallel to the front edge of the collar, visually centered; the front edge of the bar one inch from the front edge of the collar.
5. Sergeant - three gold plated stripes (chevrons), either open between the stripes or blue enameled, worn on both collars of the shirt; the edges of the stripes parallel to the front edge of the collar, visually centered; the front edge of the insignia one inch from the front edge of the collar.

1023.4.1 MOURNING BADGE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1023.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

Bedford Park Police Department

Bedford Park PD Policy Manual

Uniform Regulations

- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
 - 1. T-shirt alone.
 - 2. Open toed sandals or thongs.
 - 3. Swimsuit, tube tops, or halter-tops.
 - 4. Spandex type pants or see-through clothing.
 - 5. Distasteful printed slogans, buttons or pins.
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Bedford Park Police Department or the morale of the employees.

1023.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Bedford Park Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Bedford Park Police Department to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1023.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:

Bedford Park Police Department

Bedford Park PD Policy Manual

Uniform Regulations

1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property pursuant to the Department Owned and Personal Property Policy.

1023.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Bedford Park Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Bedford Park Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Nepotism and Conflicting Relationships

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices to include recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security, while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this department.

Violations of this policy may constitute official misconduct by a public officer or employee if he/she, while in his/her official capacity (720 ILCS 5/33-3):

- (a) Intentionally or recklessly fails to perform any mandatory duty as required by law.
- (b) Knowingly performs an act which he/she knows he/she is forbidden by law to perform.
- (c) With intent to obtain a personal advantage for himself/herself or another, he/she performs an act in excess of his/her lawful authority.
- (d) Solicits or knowingly accepts for the performance of any act a fee or reward which he/she knows is not authorized by law.

1024.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee in who is vested with the authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandchild, or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Bedford Park Police Department

Bedford Park PD Policy Manual

Nepotism and Conflicting Relationships

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

1024.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to reassign matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department however, reserves the right to transfer or reassign any employee to another position within the same classification to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative, or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee has satisfactorily completed his/her probationary period.
- (d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender, or who engages in serious violations of state or federal laws.

Bedford Park Police Department

Bedford Park PD Policy Manual

Nepotism and Conflicting Relationships

1024.2.1 EMPLOYEE'S RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create an actual or perceived conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolvement, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolvement, immediate supervisor. In the event that no uninvolvement supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolvement employee either relieve the involved employee or minimally remain present to witness the action.

1024.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

Department Badges

1025.1 PURPOSE AND SCOPE

The Bedford Park Police Department badge and uniform patch as well as the likeness of these items and the name of the Bedford Park Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1025.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1025.2.1 FLAT BADGE

Sworn officers will be issued a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Policy Manual 700.
- (b) An honorably retired officer will be issued a flat retirement badge.

1025.2.2 CIVILIAN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Control, Telecommunicator).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1025.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement, employees may retain their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

1025.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Bedford Park Police Department

Bedford Park PD Policy Manual

Department Badges

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1025.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Bedford Park Police Department. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

Temporary Modified-Duty Assignments

1026.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, Village rules, and current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1026.2 POLICY

Subject to operational considerations, the Bedford Park Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1026.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Bedford Park Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of six (6) months in any one-year period.

1026.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Modified-Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to the Chief of Police or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Chief of Police will make a determination regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Village Attorney as appropriate.

1026.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Chief of Police.

1026.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Chief of Police that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1026.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

Bedford Park Police Department

Bedford Park PD Policy Manual

Temporary Modified-Duty Assignments

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Chief of Police of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Chief of Police and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1026.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1026.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1026.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the Village's personnel rules and regulations regarding family and medical care leave.

1026.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1026.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Employee Speech, Expression and Social Networking

1027.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1027.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file sharing sites.

1027.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Bedford Park Police Department will carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1027.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Bedford Park Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or

Bedford Park Police Department

Bedford Park PD Policy Manual

Employee Speech, Expression and Social Networking

associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1027.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Bedford Park Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Bedford Park Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Bedford Park Police Department or its employees. Examples may include:
 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a web site that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Bedford Park Police Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department

Bedford Park Police Department

Bedford Park PD Policy Manual

Employee Speech, Expression and Social Networking

for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Bedford Park Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.
- (h) Accessing web sites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1027.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Bedford Park Police Department or identify themselves in any way that could be reasonably perceived as representing the Bedford Park Police Department in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any web site.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Bedford Park Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized

Bedford Park Police Department

Bedford Park PD Policy Manual

Employee Speech, Expression and Social Networking

bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502)).

1027.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1027.5.1 PERSONAL ONLINE ACCOUNTS

The Department shall not request, require or coerce any applicant or employee to divulge any username, password or related account information in order to gain access to the applicant or employee's personal online account, nor shall the Department demand access in any manner to an applicant or employee's account or profile on a personal online account (820 ILCS 55/10).

Members may be required to share specific content that has been reported to the Department, without requesting or requiring members to provide access to their personal online account, as set forth in 820 ILCS 55/10.

1027.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1027.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

Illness and Injury Prevention

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Bedford Park Police Department, in accordance with the requirements of 820 ILCS 219/20 and 56 Ill. Adm. Code 350.20.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Village-wide safety efforts.

1028.2 POLICY

The Bedford Park Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1028.3 ILLNESS AND INJURY PREVENTION PLAN

The Chief of Police is responsible for developing an illness and injury prevention plan that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will:
 - 1. Meet regularly.
 - 2. Prepare a written record of safety and health committee meetings.
 - 3. Review the results of periodic scheduled inspections.
 - 4. Review investigations of accidents and exposures.
 - 5. Make suggestions to command staff for the prevention of future incidents.
 - 6. Review investigations of alleged hazardous conditions.
 - 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 - 8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

Bedford Park Police Department

Bedford Park PD Policy Manual

Illness and Injury Prevention

- (f) Establishing a process to ensure illnesses and injuries are reported as required under 56 Ill. Adm. Code 350.250 et seq. Notification is required within eight hours after the death of any employee, and within 24 hours of an in-patient hospitalization of one or more employees, or an amputation or loss of an eye (29 CFR 1904.39; 56 Ill. Adm. Code 350.410).

1028.4 CHIEF OF POLICE RESPONSIBILITIES

The responsibilities of the Chief of Police include, but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation that includes a discussion of safety and health policies and procedures.
 - 2. Regular member review of the illness and injury prevention plan.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
 - 1. Informing members of the illness and injury prevention guidelines.
 - 2. Recognizing members who perform safe work practices.
 - 3. Ensuring that the member evaluation process includes member safety performance.
 - 4. Ensuring department compliance to meet standards regarding the following (820 ILCS 219/25; 56 Ill. Adm. Code 350.700):
 - (a) Communicable diseases (29 CFR 1910.1030)
 - (b) Personal protective equipment (PPE) (29 CFR 1910.132 et seq.)
 - (c) Respiratory protection (29 CFR 1910.134)
 - (d) Emergency Action Plan (29 CFR 1910.38)
 - (e) Notices furnished and required by the Illinois Department of Labor's Safety, Inspection and Education Division (56 Ill. Adm. Code 350.30)
- (e) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents.
- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

Bedford Park Police Department

Bedford Park PD Policy Manual

Illness and Injury Prevention

- (h) Conducting and documenting a regular review of the illness and injury prevention plan.

1028.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Chief of Police.
- (e) Notifying the Chief of Police when:
 - 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational illnesses and injuries occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

1028.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on a hazards and correction record form. This form should be forwarded to the Chief of Police via the chain of command.

Bedford Park Police Department

Bedford Park PD Policy Manual

Illness and Injury Prevention

The Chief of Police will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

See attachment: [1028 - HAZARD ANALYSIS AND CORRECTION.pdf](#)

1028.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards.

The Chief of Police shall ensure that the appropriate documentation is completed for each inspection.

1028.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1028.7.2 CONSULTATION PROGRAM INSPECTIONS

The Chief of Police should consider the services of the Illinois On-Site Safety and Health Consultation Program for compliance assistance (56 Ill. Adm. Code 350.600).

1028.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

Bedford Park Police Department

Bedford Park PD Policy Manual

Illness and Injury Prevention

1028.9 TRAINING

The Chief of Police should work with the Training Officer to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1028.9.1 TRAINING TOPICS

The Training Officer shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (j) Avoidance of slips and falls.
- (k) Good housekeeping and fire prevention.
- (l) Other job-specific safety concerns.

1028.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

Line-of-Duty Deaths

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Bedford Park Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1029.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1029.2 POLICY

It is the policy of the Bedford Park Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1029.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Chief of Police and Dispatch.
 - 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Chief of Police section of this policy).
- (b) The Shift Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Shift Commander or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1029.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Shift Commander or the authorized designee should select at least two members to conduct notification of survivors, one of which may be an available Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Bedford Park Police Department members may be apprised that survivor notifications are complete.

1029.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1029.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

1029.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Critical Incident Stress Management (CISM) coordinator.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1029.6.1 DEPARTMENT LIAISON

The Department Liaison should be able to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that department members are reminded of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1029.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 - 1. The survivors and others whose presence is requested by the survivors.
 - 2. Department members and friends of the deceased member.
 - 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Bedford Park Police Department members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1029.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

The Survivor Support Liaison should be selected by the deceased member's Chief of Police. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 1. Items should not be delivered to the survivors until they are ready to receive the items.
 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.
- (h) Coordinating with the Chief of Police or authorized designee to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Chief of Police section of this policy).

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1029.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.
- (c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1029.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
 - 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 - 2. Bagpipers/bugler
 - 3. Uniform for burial
 - 4. Flag presentation
 - 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1029.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Bedford Park Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Mutual Aid and Outside Agency Assistance Policy.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

1029.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 - 1. Public Safety Officers' Benefits (PSOB) Programs.
 - 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 - 3. Social Security Administration.
 - 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 - 1. Line of Duty Compensation Act (820 ILCS 315/1 et seq.)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1029.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

1. Paying survivors' travel costs if authorized.
 2. Transportation costs for the deceased.
 3. Funeral and memorial costs.
 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1029.7 CHIEF OF POLICE

In the event of a line-of-duty death, the Chief of Police or authorized designee should be the department's contact point for the media. As such, the Chief of Police or authorized designee should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that department members are instructed to direct any media inquiries to the Chief of Police.
- (c) Prepare necessary press releases.
 1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.
- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the Chief of Police or authorized designee should request that the media withhold the information from release until proper notification can be made to survivors. The Chief of Police or authorized designee should ensure that media are notified when survivor notifications have been made.

Bedford Park Police Department

Bedford Park PD Policy Manual

Line-of-Duty Deaths

1029.8 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1029.9 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1029.10 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Fitness Center

1030.1 PURPOSE

The Bedford Park Police Department recognizes the benefits of having physically fit and active department members. The purpose of this policy is to provide guidance for the use of the department fitness center.

1030.2 POLICY AND PROCEDURE

It is the policy of this Department to promote activities that encourage physical fitness and wellness.

a. The fitness center has been designed with the intent of giving all Police Department personnel the ability to improve their health through the use of both cardiovascular and strength training equipment.

1. Any use of the fitness center is strictly voluntary and used at the members own risk.
2. Allowing unauthorized persons to use the fitness center will result in disciplinary action and possible loss of fitness facility privileges.
3. The fitness center is restricted to Department personnel or those individuals authorized by the Chief of Police.
 - i. Only those members that have a signed "Fitness Center Informed Consent Waive" on file with the Chief of Police may use the facility.
 - ii. Off-duty use is preferred.
 - iii. On-duty use of the Fitness Center will be at the discretion of the Supervisor. Members would only be able to use the facility if minimum manpower standards (five {5} total officers) are on the street while the member uses the facility. Supervisors can only use the facility on-duty if there is another supervisor or a recognized OIC on-duty. The member using the facility will not count towards the minimum manpower requirements.
4. Members should become familiar with the Fitness Center equipment prior to use. Those members that may need training on the Fitness Center equipment will contact the Chief of Police to set up a basic familiarization session with an authorized member. This session will be restricted to how the equipment operates.
5. Any injuries incurred during the use of the Fitness Center will be reported to the on-duty Supervisor as soon as possible. The Supervisor will then forward a memo to the Chief of Police describing the nature of injury and the manner in which the injury occurred.

Bedford Park Police Department

Bedford Park PD Policy Manual

Fitness Center

i. An injury sustained that would prevent the member from returning to his/her job assignment and/or results in the need of medical attention will result in the use of the members sick time.

6. Use of the Fitness Center while on-duty will be limited to and in lieu of the forty-five minute mealtime break as allowed under the contractual agreement. Further, it is understood that circumstances involving emergency calls for service may dictate an interruption of this time

7. The use of the Fitness Center is completely voluntary, any injuries sustained during the use of the Fitness Center, whether on-duty or off-duty, will not be recognized as an injury sustained as a result of performing your "duties" as a police officer.

b. Appropriate clothing and footwear must be worn while using the Fitness Center. Members will wear tops, bottoms and footwear when using the Fitness Center.

1. Street clothes or uniforms will not be worn when using the Fitness Center.

2. Work-out clothing will be free of belts, zippers, or any other sharp objects that have the potential of marring or cutting the padded and/or upholstered area of the equipment.

3. The use of weight belts and weight lifting gloves are allowed.

c. Fitness Facility equipment use and care

1. Equipment not provided or owned by the Bedford Park Police Department will not be brought into the Fitness Facility without the written prior approval of the Chief of Police.

2. Certain equipment requires training and/or instruction as a prerequisite to its safe use. Members should ensure that they have a working knowledge of the equipment prior to its use. This responsibility is on the member to acquire this knowledge prior to use of any apparatus.

3. The Fitness Facility must be kept neat. Put weights and loose equipment back onto the racks in the assigned location.

4. Members will clean and disinfect any equipment after use.

5. Prior to use, members will inspect the equipment and ensure that the equipment is in functional working order. If any equipment is found to be non-functional or damaged, the equipment will be posted with sign indicating that it is "out of order". The Chief will be notified of all damaged and non-functional equipment.

6. Equipment will not be modified in any manner and will be used only as the manufacturer intended.

7. When using free weights, members will use the safety rack/bar and the safety clamps to secure the weights.

Bedford Park Police Department

Bedford Park PD Policy Manual

Fitness Center

8. When using the Fitness Center, the sign in sheet should be filled out indicating start and end time.

See attachment: [FITNESS CENTER INFORMED CONSENT WAIVE2019.pdf](#)

Slip, Trip, and Fall Prevention

1031.1 PURPOSE

This Slip, Trip and Fall Prevention policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents. Procedures include worksite evaluations, elimination of slip, trip and fall hazards, and employee training.

The objectives of the Slip, Trip and Fall Prevention Guide are to provide direction on:

1. Identifying working environments where slip, trip and fall hazards are most likely to occur.
2. Training employees who will be working in environments where slip, trip and fall hazards are likely to arise during a typical work shift.
3. Eliminating/reducing identified slip, trip and fall hazards.

1031.2 RESPONSIBILITIES

The responsibilities listed below supplement the responsibilities as outlined in employee job descriptions.

Supervisors are responsible for the following:

1. Identifying work locations that are “Higher Risk Areas.” A “Higher Risk Area,” is an area where slip, trip, or fall hazards may likely arise during a typical work shift. Examples of higher risk areas include:
 - (a) Kitchens – wet floor
 - (b) Locker rooms / Bathrooms – wet floor
 - (c) Elevated locations
 - (d) Maintenance Garages – wet floor– housekeeping
 - (e) Vehicle Storage Garages – wet floor - housekeeping
2. Promptly reporting all employee injuries to a supervisor.
3. Where routine or occasional floor cleaning is performed by departmental staff, creating a floor maintenance procedure and ensuring that personnel properly and consistently follow floor maintenance procedures.
4. Evaluating employees’ compliance with safe work practices.
5. Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip and fall hazards are prevalent.
6. Properly addressing slip, trip and fall hazards promptly and consulting with the safety committee if a slip, trip and/or fall hazard cannot be abated.
7. Ensuring periodic workplace inspection is conducted to identify slip/ trip/ fall hazards.

Employees are responsible for the following:

Bedford Park Police Department

Bedford Park PD Policy Manual

Slip, Trip, and Fall Prevention

1. Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip and fall related incidents. This includes cleaning up spills immediately, marking spills and wet areas, mopping or sweeping debris from floors, and removing obstacles from walkways, and keeping areas free from clutter.
2. Following all safety practices, including, but not limited to: Reporting potential hazards to the supervisor immediately and reporting accidents to the supervisor immediately.

The Safety Committee (Policy 1028) is responsible for the following:

1. Developing, implementing, and maintaining the Slip, Trip and Fall Prevention Guide.
2. Making available training for employees who work in areas where slip, trip and fall hazards are prevalent.
3. Evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.
4. Analyzing and reporting trends in injury and/or incidence rates related to slip, trip, and fall hazards.

1031.3 HAZARD IDENTIFICATION

Common slip, trip and fall hazards result from:

1. Wet or contaminated floors (e.g. grease, liquids, ice, oil, dust fine powders, etc.).

Contaminant	Source
Rain/Snow water	<ul style="list-style-type: none">• Transmitted internally from open external doors or from the feet, coats or umbrellas of pedestrians
Ice	<ul style="list-style-type: none">• Building leaks
Water, other fluids	<ul style="list-style-type: none">• Wintery conditions• From spills, plumbing leaks, cleaning, ice machines
Floor cleaning products	<ul style="list-style-type: none">• Resulting from failure to follow appropriate floor cleaning procedures
Body fluids	<ul style="list-style-type: none">• Blood, vomit
Condensation	<ul style="list-style-type: none">• Variations in temperature
Dusts	<ul style="list-style-type: none">• Natural or from stored materials
Debris	<ul style="list-style-type: none">• Bags, paper, food residues, soil, cardboard boxes

2. Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.

3. Mats or rugs not lying flat on the floor.

Slip, Trip, and Fall Prevention

4. Obstructions and accumulation of objects in walkways (e.g. hoses, cords, cables, debris, etc.).
5. Unguarded platforms, walkways, and work areas 48 inches above ground.
6. Inadequate illumination

1031.4 INSPECTIONS

Inspections to identify slip, trip and fall hazards are recommended and should be conducted on a regular basis. Inspections should be conducted more frequently depending on the likelihood for changing conditions.

Recommended inspections should minimally include evaluation of the following:

1. Condition of floors, carpets, and steps
2. Presence and condition of guardrails, stair-rails, and handrails at elevated work surfaces.
3. Lighting levels
4. Housekeeping practices
5. Floor maintenance procedures

1031.5 HAZARD CONTROL MEASURES

General Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

1. General Safety

- Avoid running or walking too fast, especially in higher risk areas.
- Avoid carrying items that will obstruct one's view of their walking pathway.
- Avoid walking through potential slip, trip and fall hazards.
- Use extra caution when traveling both outdoors and indoors during wet/winter weather.
- Avoid walking and texting

2. General Housekeeping Procedures

- Clean up spills immediately. For greasy liquids, use suitable cleaning agent.
- Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.
- Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.

Bedford Park Police Department

Bedford Park PD Policy Manual

Slip, Trip, and Fall Prevention

- Do not use cardboard to soak up spills.

3. Slip Hazards

- Sidewalks and parking lots shall be cleared of snow and ice, and salt and ice-melt used in high traffic areas. Snow and ice removal procedures shall be conducted prior to arrival hours of general working population when possible.
- Floors, platforms, and walkways shall be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces.
- Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills.
- Slip hazards must be identified and removed promptly.
- Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

4. Trip Hazards

- Walkways shall be free of obstructions & dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris).
- Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces, or consider use of cordless tools.
- Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) shall be repaired or guarded by readily visible barricades, rails or other equally effective means.
- Ensure floor mats and rugs are securely fixed and do not have curling edges.

5. Fall Hazards

a. Elevated Locations:

- Guardrails shall be provided on all open sides of unenclosed elevated locations. Example of elevated locations include: balconies, runway ramps, or working surfaces that are more than 48 inches above the floor, ground, or other working areas of a building.
- For Roofs: Guardrails shall be provided at locations where there is routine need for an employee to approach within 15 feet of the edge of the roof. Where such roof access is needed no more than 4 times a year, safety belts, lanyards, or an approved fall protection system may be used in lieu of guardrails

b. Stairways shall have handrails or stair rails on each side

c. When a ladder is used, the employee shall follow safe ladder practices.

1031.5.1 FLOOR MATS AND OTHER FLOOR TREATMENTS

1. Floor mats shall be placed in higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Examples of higher risk areas include:

Bedford Park Police Department

Bedford Park PD Policy Manual

Slip, Trip, and Fall Prevention

- Building entrances
 - Areas adjacent to food counters and food preparation areas
 - Areas where the work procedure is going to produce fluids that could remain standing on the floor surface
2. The design of floor mats should have the following features:
- Slip resistant surface on both top and bottom sides.
 - Beveled edges, flat edges or similar design to help reduce the likelihood of workers tripping on the mat's edges.
 - Slots or similar design to help promote drainage and prevent accumulation of water & grease.
 - Antibacterial treatment or similar design to help prevent the growth of mold and mildew.
3. Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

1031.5.2 SLIP-RESISTANT FOOTWEAR

Employees who work in potentially slippery higher risk areas must wear slip-resistant footwear. When selecting slip-resistant footwear, the following should be considered:

1. Level of slip-resistance (i.e. Polyurethane and micro-cellular urethane soles are more slip-resistant compared to nitrite and styrene rubber).
2. Proper support and comfort.
3. Use of non-slip shoe covers. Examples include Yak Trax, Gator Shoes with Gatorbacks or other slip resistant over shoes.
4. Tread design, tread hardness, and shape of sole and heel. (i.e. High elastic soles with raised-tread and cross-hatch patterns are more slip-resistant compared to rough and flat soles. Tread patterns should cover the whole sole and heel area.)

NOTE: The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. General housekeeping procedures, safe work practices, and matting/ floor treatments (as necessary) must be used.

1031.5.3 FLOOR MAINTENANCE PROCEDURE

Routine floor cleaning shall be performed by Public Works staff. For occasional spill clean-ups conducted by members of the Police Department, it is recommended to consult with the floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when performing floor maintenance:

1. The type of floor finish products used, including slip-resistant polymer finishes, strippers, de-greasers and general cleaners.

Bedford Park Police Department

Bedford Park PD Policy Manual

Slip, Trip, and Fall Prevention

2. Proper application methods for products, including proper dilution and time schedules for each component or process.
3. Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazard.
4. Periodic review of maintenance program, especially after a report of an employee "near miss" or actual accident.

1031.6 TRAINING

All employees shall be trained on the following:

- Recognition of potential hazards associated with working in a higher risk area.
- The use of control measures to prevent slip, trip and fall related accidents.

1031.6.1 RECORDKEEPING

The training officer shall keep records of health and safety training received by employees.

Bedford Park PD Policy Manual

Bedford Park PD Policy Manual

Attachments

1007 - ABSENCE DUE TO SICKNESS OR ACCIDENT.pdf

ABSENCE DUE TO SICKNESS OR ACCIDENT

BEDFORD PARK POLICE DEPARTMENT

Employee Name:		Title:		Date:	
Notified by:		How:		Time:	
Notification received by:		Transmitted to:			
First day of absence – date:		Shift scheduled to work:			
Reason for absence – DESCRIBE:					
Was cause of sickness or accident:	<input type="checkbox"/> Occupational		<input type="checkbox"/> Non-Occupational		

IF OCCUPATIONAL, DESCRIBE IN DETAIL ON REVERSE SIDE OF THIS FORM.

Employee is:				
<input type="checkbox"/> At Home	Address:		Phone #:	
<input type="checkbox"/> In Hospital	Hospital Name:		Phone #:	
	Hospital Address:			

Signature of employee involved:_____ **Signature of Supervisor:**_____

Officer in Charge:_____

DATE OUT:_____ **DATE IN:**_____

WORK DAYS OFF:_____ **PAID FOR OFF DAY:** ☐ YES ☐ NO

FOR OFFICE USE ONLY **DATE RECEIVED:**_____ (INITIAL)

EXCUSED ☐ YES ☐ NO **REASON**_____ (INITIAL)

YEAR-TO-DATE PAID SICK DAYS USED:

40 HOUR PERSONNEL: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

IF SICKNESS OR ACCIDENT WAS OCCUPATIONAL, DESCRIBE IN DETAIL ON THIS SHEET.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

307 - TRAFFIC PURSUIT REPORT.pdf

TRAFFIC PURSUIT REPORT - 307 BEDFORD PARK POLICE DEPARTMENT				CASE REPORT NUMBER: _____		
** TO BE PREPARED BY THE DEPARTMENT MEMBER INITIATING THE PURSUIT **						
DATE OF OCCURRENCE:		TIME/START OF PURSUIT:		TIME/COMPLETION OF PURSUIT:		
ASSIGNED BEAT:						
LOCATION INITIATED (APPROXIMATE ADDRESS):			LOCATION FINISHED (APPROXIMATE ADDRESS):			
DISTANCE TRAVELED (APPROXIMATE):		PURSUED VEHICLE HIGHEST SPEED:		PRIMARY POLICE VEHICLE HIGHEST SPEED:		
NUMBER OF BPPD UNITS INVOLVED:		BPPD SQUAD CAR NUMBERS INVOLVED:		NUMBER OF OTHER AGENCY UNITS INVOLVED:		
TOTAL UNITS:						
ASSISTING AGENCIES AND UNIT NUMBERS (IF KNOWN):						
OPERATOR OF DEPARTMENT VEHICLE INITIATING PURSUIT:		RANK:	BADGE:	VEHICLE USED:		
				<input type="checkbox"/> MARKED <input type="checkbox"/> UNMARKED		
OPERATOR OF SECONDARY DEPARTMENT VEHICLE:		RANK:	BADGE:	VEHICLE USED:		
				<input type="checkbox"/> MARKED <input type="checkbox"/> UNMARKED		
VIOLATION(S) KNOWN AT BEGINNING OF PURSUIT (SPECIFY):			<input type="checkbox"/> TRAFFIC	<input type="checkbox"/> MISDEMEANOR	<input type="checkbox"/> FELONY	
VIOLATION(S) INFORMED OF OR OBSERVED DURING PURSUIT (SPECIFY):			<input type="checkbox"/> TRAFFIC	<input type="checkbox"/> MISDEMEANOR	<input type="checkbox"/> FELONY	
SUSPECT'S ACTIONS DURING PURSUIT (CHECK ALL THAT APPLY): <input type="checkbox"/> DISOBEYED STOP SIGN/TRAFFIC LIGHT (HOW MANY?) _____ <input type="checkbox"/> FORCED VEHICLE OFF ROAD <input type="checkbox"/> HIT AND RUN <input type="checkbox"/> SPEEDING <input type="checkbox"/> WEAVING <input type="checkbox"/> DROVE WRONG WAY <input type="checkbox"/> DROVE WITHOUT LIGHTS <input type="checkbox"/> OTHER (SPECIFY): _____						
ROAD TYPE AND SURFACE CONDITIONS (CHECK ALL THAT APPLY): <input type="checkbox"/> TWO WAY <input type="checkbox"/> ONE WAY <input type="checkbox"/> DIVIDED TWO WAY <input type="checkbox"/> EXPRESSWAY <input type="checkbox"/> SERVICE ROAD <input type="checkbox"/> ALLEY <input type="checkbox"/> OTHER (SPECIFY): _____ <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> SNOWY/ICY <input type="checkbox"/> MUDDY <input type="checkbox"/> OTHER (SPECIFY): _____						
LIGHT AND WEATHER CONDITIONS (CHECK ALL THAT APPLY): <input type="checkbox"/> DAWN <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> DUSK <input type="checkbox"/> DARK – NOT LIGHTED <input type="checkbox"/> DARK - LIGHTED <input type="checkbox"/> OTHER (SPECIFY): _____ <input type="checkbox"/> CLEAR <input type="checkbox"/> CLOUDY <input type="checkbox"/> FOG <input type="checkbox"/> RAINING <input type="checkbox"/> SNOWING <input type="checkbox"/> ICE <input type="checkbox"/> OTHER (SPECIFY): _____						
TRAFFIC CONDITIONS - VEHICULAR (CHECK ALL THAT APPLY): <input type="checkbox"/> NONE <input type="checkbox"/> LIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY			TRAFFIC CONDITIONS - PEDESTRIAN (CHECK ALL THAT APPLY): <input type="checkbox"/> NONE <input type="checkbox"/> LIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY			
PURSUED VEHICLE INFORMATION						
YEAR:		MAKE:		MODEL:		
COLOR:						
LICENSE PLATE NUMBER:		LICENSE PLATE EXPIRATION:		VIN #:		
FLEEING DRIVER'S NAME:		DATE OF BIRTH:	AGE:	SEX:	RACE:	
DRIVER'S PHYSICAL DESCRIPTION:				<input type="checkbox"/> ARRESTED <input type="checkbox"/> EVADED		
CHARGES: <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> ORDINANCE <input type="checkbox"/> TRAFFIC SPECIFY: _____						
NUMBER OF PASSENGERS: <input type="checkbox"/> ADULT _____ <input type="checkbox"/> JUVENILE _____				ARRESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		

SUMMARY (TO BE COMPLETED BY THE DEPARTMENT MEMBER INITIATING THE PURSUIT). THIS SUMMARY SHOULD DESCRIBE HOW THE SUSPECT DRIVER ATTEMPTED TO EVADE APPREHENSION. IT SHOULD ALSO SUMMARIZE THE JUSTIFICATION FOR PURSUIT, WHEREAS THE SUSPECT, IF ALLOWED TO ESCAPE, WOULD HAVE PRESENTED A DANGER TO HUMAN LIFE OR CAUSED SERIOUS INJURY. IF APPLICABLE, DESCRIBE REASONS FOR TERMINATION OF THE PURSUIT.

QUESTIONNAIRE (SUPERVISOR TO COMPLETE THIS SECTION WITH INITIATING PURSUIT OFFICER)

1. Did the officer initiating the pursuit immediately notify the dispatcher of such pursuit? ----- ☐ YES ☐ NO
2. Did the officer initiating the pursuit notify the supervisor for approval to continue such pursuit? ----- ☐ YES ☐ NO
3. Did the vehicle speeds involved permit initiating the pursuit? ----- ☐ YES ☐ NO
4. After initiation, did the speeds involved require the pursuit to be terminated? ----- ☐ YES ☐ NO
5. Did the volume of pedestrian and/or vehicular traffic permit initiating the pursuit? ----- ☐ YES ☐ NO
6. After initiation, did the volume of pedestrian and/or vehicular traffic require the pursuit to be terminated? ----- ☐ YES ☐ NO
7. Did the weather conditions and/or road conditions permit continuing the pursuit? ----- ☐ YES ☐ NO
8. Did the weather conditions permit operating the department vehicle in excess of the legal speed limit? ----- ☐ YES ☐ NO
9. Was continuation of the pursuit initially authorized? (If YES, also answer B & C. If NO, also answer A & C).----- ☐ YES ☐ NO
 - A. ☐ Duration too short. ☐ Unable to communicate. ☐ Ordered terminated immediately.
☐ Not notified. ☐ Member self-terminated.
 - B. Subsequently ordered terminated? ----- ☐ YES ☐ NO
 - C. Termination order complied with? ----- ☐ DNA ☐ YES ☐ NO
10. Was there a crash associated with this pursuit? ----- ☐ YES ☐ NO
 - A. If YES, complete the following:

<u>STRIKING VEHICLE</u>	<u>PROPERTY DAMAGE</u>	<u>PERSONAL INJURY</u>	<u>FATAL</u>
<input type="checkbox"/> PURSUED VEHICLE	<input type="checkbox"/> BPPD VEHICLE	<input type="checkbox"/> BPPD VEHICLE	<input type="checkbox"/> BPPD VEHICLE
<input type="checkbox"/> BPPD VEHICLE	<input type="checkbox"/> PURSUED VEHICLE	<input type="checkbox"/> PURSUED VEHICLE	<input type="checkbox"/> PURSUED VEHICLE
<input type="checkbox"/> BPPD VEHICLE WITH PURSUED VEHICLE	<input type="checkbox"/> OCCUPIED VEHICLE	<input type="checkbox"/> OTHER VEHICLE	<input type="checkbox"/> OTHER VEHICLE
	<input type="checkbox"/> UNOCCUPIED VEHICLE	<input type="checkbox"/> PEDESTRIAN	<input type="checkbox"/> PEDESTRIAN
	<input type="checkbox"/> OTHER DAMAGE		

B. If YES, did crash occur:

☐ BEFORE THE PURSUIT ☐ DURING THE PURSUIT ☐ AT TERMINATION OF PURSUIT ☐ AFTER TERMINATION OF PURSUIT

11. Is there known video available of the pursuit at the time of this report? ----- ☐ YES ☐ NO

SUPERVISOR COMMENTS. (IF THE PURSUIT WAS ALLOWED TO CONTINUE, SUMMARIZE THE JUSTIFICATION FOR PURSUIT, WHEREAS THE SUSPECT, IF ALLOWED TO ESCAPE, WOULD HAVE PRESENTED A DANGER TO HUMAN LIFE OR CAUSED SERIOUS INJURY. IF APPLICABLE, DESCRIBE REASONS FOR TERMINATION OF THE PURSUIT.

INITIATING PURSUIT OFFICER NAME (PRINTED):

DATE:

INITIATING PURSUIT OFFICER SIGNATURE:

SUPERVISOR NAME (PRINTED):

SUPERVISOR SIGNATURE:

DATE:

900 - FEDERAL IN DEATH CUSTODY REPORT.pdf

CJ-11A ADDENDUM

OMB No. 1121-0249 Approval Expires 12/31/2012

RETURN TO: State reporting coordinator

(See form CJ-11 for a national listing, or call the Bureau of Justice Statistics at 202.307.0765.)

Form CJ-11A ARREST-RELATED DEATH REPORT 2011



State _____

Reporting period (Mark only one)

☐ Quarter 1 (January 1–March 31) ☐ Quarter 2 (April 1–June 30) ☐ Quarter 3 (July 1–September 30) ☐ Quarter 4 (October 1–December 31)

1. What was the name of the deceased?

Last _____ First _____ Middle initial _____

2. What was the time and date of death?

_____:_____ ☐ AM ☐ PM Month _____ Day _____, 2011

3. Where did the event causing the death occur?

Street address _____

City, State, Zip _____

4. What law enforcement agency was involved?

Name _____

ORI# _____

5. What was the deceased's date of birth?

Month _____ Day _____ Year _____ or Age _____

6. What was the deceased's sex?

- 01 ☐ Male
02 ☐ Female

7. What was the deceased's race/ethnic origin?

- 01 ☐ White (not of Hispanic origin)
02 ☐ Black, or African American (not of Hispanic origin)
03 ☐ Hispanic or Latino
04 ☐ American Indian/Alaska Native (not of Hispanic origin)
05 ☐ Asian (not of Hispanic origin)
06 ☐ Native Hawaiian or Other Pacific Islander (not of Hispanic origin)
07 ☐ Two or more races (not of Hispanic origin)
08 ☐ Additional categories in your information system
Specify _____

98 ☐ Don't know

8. What was the manner of death?

- 01 ☐ Homicide by law enforcement officer(s)
02 ☐ Other homicide
03 ☐ Suicide
04 ☐ Accidental injury to self
05 ☐ Accidental injury caused by others
06 ☐ Accidental alcohol/drug intoxication

Specify _____

07 ☐ Illness—Specify _____

08 ☐ Other—Specify _____

9. What was the cause of death?

10. Was the cause of death listed above determined from information in a death certificate?

- 01 ☐ Yes
02 ☐ No—other—Specify _____

11. Did the deceased commit or allegedly commit any criminal offenses in the events leading up to the death?

- 01 ☐ Yes
02 ☐ No—medical/mental health assistance call
03 ☐ No—other—Specify _____

12. What were the most serious reported offenses by the deceased?

01 _____

02 _____

03 _____

13. Did the deceased die from a medical condition, injuries sustained during the arrest process, or alcohol/drug intoxication?—Mark (x) all that apply

- 01 ☐ Medical condition (e.g., heart attack)
02 ☐ Injuries
03 ☐ Alcohol/drug intoxication
98 ☐ Don't know

Burden Statement

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. The burden of this collection is estimated to average 60 minutes per response, including reviewing instructions, searching existing data sources, gathering necessary data, and completing and reviewing this form. Send comments regarding this burden estimate or any aspect of this survey, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, N.W., Washington, DC 20531.

Name of deceased _____

14. If the deceased died from arrest-related injuries, how were these injuries sustained?—Mark (x) all that apply

- 01 ☐ Inflicted by law enforcement officers at crime/arrest scene
- 02 ☐ Inflicted by others at crime/arrest scene
- 03 ☐ Inflicted by law enforcement officers during transit/booking
- 04 ☐ Self-inflicted—Accidental
- 05 ☐ Self-inflicted—Suicide
- 98 ☐ Don't know
- 99 ☐ Not applicable

15. Were any of the following used by law enforcement officers during the arrest process?

- 01 ☐ Yes—Mark (x) all that apply
 - 01 ☐ Handcuffs
 - 02 ☐ Leg shackles
 - 03 ☐ Pepper spray, mace
 - 04 ☐ Conducted energy device (e.g., taser, stun-gun)
 - 05 ☐ Firearm discharge
 - 06 ☐ Other device (e.g., tire deflation device)

Specify _____

- 02 ☐ No
- 98 ☐ Don't know

16. At any time during the arrest process, did the deceased—Mark (x) all that apply

- 01 ☐ Appear intoxicated (either alcohol or drugs)?
- 02 ☐ Exhibit any mental health problems?
- 03 ☐ Verbally threaten the officer(s) involved?
- 04 ☐ Resist being handcuffed or arrested?
- 05 ☐ Attempt to escape/flee from custody?
- 06 ☐ Attempt to grab, hit or fight with the officer(s) involved?
- 97 ☐ None of the above
- 98 ☐ Don't know

17. During the arrest process, did the deceased do any of the following—Mark (x) all that apply

- 01 ☐ Carry or possess a weapon?—Specify weapons

- 02 ☐ Use a weapon to threaten the officer(s)?—Specify

- 03 ☐ Use a weapon to threaten other persons?—Specify

- 04 ☐ Use a weapon to assault the officer(s)?—Specify

- 05 ☐ Use a weapon to assault other persons?—Specify

- 97 ☐ None of the above

18. If a weapon caused the death, what types of weapons were used?—Mark (x) all that apply

- 01 ☐ Handgun
- 02 ☐ Rifle/shotgun
- 03 ☐ Firearm, unspecified
- 04 ☐ Nightstick or baton
- 05 ☐ Conducted energy device
- 06 ☐ Other weapon

Specify _____

- 98 ☐ Don't know
- 99 ☐ Not applicable

19. Where did the death occur?

- 01 ☐ At booking center/police lockup—Complete items 20–23
- 02 ☐ At crime/arrest scene
- 03 ☐ At medical facility following clinical intervention
- 04 ☐ Dead on arrival at medical facility
- 05 ☐ En route to booking center/police lockup
- 06 ☐ Elsewhere

Specify location _____

Form
complete,
stop here

Complete the rest of this form only if the death occurred at a booking center.

20. What was the time and date of the deceased's entry into the law enforcement facility where the death occurred?

____ : ____ ☐ AM ☐ PM Month _____ Day _____, 2011

21. At the time of entry into the law enforcement facility, did the deceased—Mark (x) all that apply

- 01 ☐ Appear intoxicated (either alcohol or drugs)?
- 02 ☐ Exhibit any mental health problems?
- 03 ☐ Exhibit any medical problems?
- 97 ☐ None of the above
- 98 ☐ Don't know

22. If death was an accident or homicide, who caused the death?

- 01 ☐ Deceased
- 02 ☐ Other detainees
- 03 ☐ Law enforcement/correctional staff
- 04 ☐ Other persons

Specify _____

- 98 ☐ Don't know
- 99 ☐ Not applicable; cause of death was suicide, intoxication, or illness

23. If death was an accident, homicide or suicide, what was the means of death?—Mark (x) all that apply

- 01 ☐ Firearm
- 02 ☐ Blunt instrument
- 03 ☐ Knife, cutting instrument
- 04 ☐ Hanging, strangulation
- 05 ☐ Drug overdose
- 06 ☐ Other

Specify _____

- 99 ☐ Not applicable; cause of death was intoxication or illness

Notes

317_AttorneyGeneralMissingChildInformation.pdf

RESOLUTION.pdf

Firearmsregistration.pdf

502 - VEHICLE REMOVAL AUTHORIZATION.pdf

VEHICLE REMOVAL AUTHORIZATION - 502**BEDFORD PARK POLICE DEPARTMENT**

CASE REPORT NUMBER: _____

I, _____ (Name), a representative of _____ (Business),

at _____ (Address), located in Bedford Park,

Illinois, authorizes the removal of the following vehicle:

YEAR	MAKE/MODEL	VIN#	LICENSE PLATE	STATE/YEAR

which has been parked or abandoned on company property without permission. I understand that if this vehicle is not claimed by the owner, the company will be liable for the towing and storage fees (maximum of 10 days).

SIGNATURE (Business Representative):

OFFICER NAME/BADGE # (PRINTED):

Date:

OFFICER SIGNATURE:

604 - Lineup Advisement non independent.pdf

**504 - ALCOHOL INFLUENCE
REPORT - PAGE ONE (2).pdf**

604 - Lineup Advisement independent.pdf

604 - PHOTO LIVE LINEUP ADVISORY FORM.pdf

706-PRDattachment A.pdf

ATTACHMENT A

Radiation Alarms

< 25 µR/hr – No Alarm	< 2mR/hr	>2mR/hr	Dose Exceeds 3 R
<ul style="list-style-type: none"> Verify that your PRD is not in 'Search' mode. Not life threatening. Natural environmental factors and differences in background may be the cause of low radiation levels. Brief investigation may be warranted if time and circumstances allow. 	<ul style="list-style-type: none"> Low level exposure rate alarm. Not life threatening. Potential radiation source in the vicinity. Brief investigation may be warranted. <p>Step One – Determine Source</p> <ul style="list-style-type: none"> Alarm cannot be the sole cause to effectuate a detention or search. Alarm is part of the <u>totality of circumstances</u>. Officer must be able to articulate reasonable facts, circumstances, and conclusions that support a seizure or detention. If warranted, determine the location of the radioactive material and proceed to Step Two. <p>Step Two – Investigation</p> <ul style="list-style-type: none"> Visually inspect and interview all personnel associated with the radioactive material. If possible, establish a single subject focus (i.e. separate the drive/passengers from the vehicle) Question individuals about possible sources for the radiation alarm. If source is determined to be innocent, allow any detainees to go immediately. If source is undetermined or illegal, proceed to Step Three. <p>Step Three – Reach Back</p> <ul style="list-style-type: none"> Contact the next tier in the PRND response protocol (i.e., Group B). 	<ul style="list-style-type: none"> High level exposure rate alarm. Investigation is warranted. <p>Step One – Determine Source</p> <ul style="list-style-type: none"> Determine the location of the radiation source and proceed to Step Two. <p>Step Two – Investigation</p> <ul style="list-style-type: none"> Visually inspect and interview all personnel associated with the radioactive material. If possible, establish a single subject focus (i.e. separate the drive/passengers from the vehicle). Question individuals about possible sources for the radiation alarm. If source is determined to be innocent and legal, release any detainee immediately. If source is undetermined or illegal, proceed to Step Three. <p>Step Three – Reach Back</p> <ul style="list-style-type: none"> If not directly involved with critical infrastructure protection or lifesaving activities, isolate the area by setting up a safe zone at 2mR/hr. Contact the next tier in the PRND response protocol (i.e., Group B). 	<ul style="list-style-type: none"> Dose exposure alarm. DANGEROUS LEVELS. Critical infrastructure protection or lifesaving activities shall be considered on a case-by-case basis.* <p>Step One – Evacuate</p> <ul style="list-style-type: none"> If you are not conducting the activities specified above, remove yourself from the area immediately until you have reached an area of <2 mR/hr. <p>Step Two – Reach Back</p> <ul style="list-style-type: none"> Isolate the area and set up a safe zone. Contact the IEMA Radiological Duty Officer for assistance.

*IEMA has encouraged a 3R exposure limit. However, EPA guidance allows for protection of critical infrastructure to 10R, and life saving activities to 25R.

317 - MISSING PERSON SCHOOL NOTIFICATION.pdf

803 - REPORT CHECK OUT LOG.pdf

BEDFORD PARK POLICE DEPARTMENT

RECORDS DIVISION

[illegible]

1000 - PRODUCTIVITY STANDARD - JOB FUNCTION VALUES.pdf

JOB FUNCTION VALUES – TRAFFIC – POLICY 1000		
1.	Traffic Crash Reports	1.00 pts/per
	*iyeTek crash reports	
2.	Follow-up Crash Reports	.25 pts/per
	*iyeTek crash reports	
3.	Misdemeanor/Felony	2 pts/per
	*misdemeanor or felony traffic related arrests...includes traffic arrests as a result of a traffic crash investigation	
4.	Y-Citation/I.V.C.	1 pts/per
	*traffic stops are per stop, not per ticket (i.e., if a traffic stop results in more than one citation being issued, only 1 point is assigned to the actual stop...excludes traffic crash related citations	
5.	P-Citation/Equipment	.75 pts/per
	*traffic stops resulting in the issuance of an ordinance equipment (P-Citation) violation	
6.	D.U.I. Arrest	4 pts/per
	*all driving under the influence arrests	
7.	Traffic Warnings	.75 pts/per
	*traffic stops resulting in the issuance of a verbal warning...requires a completed Traffic Stop Contact Card	
8.	Parking Citations	.75 pts/per
	*issuance of an ordinance parking violation P-Citation	
9.	Traffic Control	1 pts/hr
	*time spent directing traffic or setting up a perimeter	
10.	School Crossing	.25 pts/per
	*daily Walker School crossing detail	
11.	Assist Disabled Motorist	.25 pts/per
	*includes vehicle pushes	
12.	Assists	.5 pts/hr
	*includes assists on traffic stops, traffic arrests, and vehicle tows.	
13.	Traffic Court	1 pts/hr
	*assigned traffic court key-dates...does not include subpoenas...only the ACTUAL hours spent in court are recorded here.	
14.	Complaints	.25 pts/per
	*all other non-specified traffic issues	
15.	Seat Belt Citations	Data Only
	*for data collection only...a seat belt citation shall be recorded under a (4) Y-Ticket/IVC or (5) P-Citation/Equipment in accordance with the guidelines set forth above.	

JOB FUNCTION VALUES – CRIMINAL – POLICY 1000		
1.	Initial Inv. Report / E.T. Detail	1.00 pts/per
	*completion of a CAPERS incident report or any evidential processing of a crime scene	
2.	Follow-Up Investigative Report	.25 pts/per
	*completion of a CAPERS supplemental report	
3.	Juvenile Investigative Report	1 pts/per
	*completion of a CAPERS incident report or supplemental report.	
4.	Felony Arrests	4 pts/per
	*all non-traffic felony arrests	
5.	Misdemeanor Arrests	2 pts/per
	*all non-traffic misdemeanor arrests	
6.	Warrant Arrests	1 pts/per
	*excludes warrant arrests in cases where offender is arrested on other misdemeanor or felony charges	
7.	Ordinance Arrests	1 pts/per
	*issuance of ordinance violation on L-Ticket...requires completion of CAPERS incident report...includes issuance of cannabis related charges on a P-Citation	
8.	Building Checks	.10 pts/per
	*requires the recording of said premise check on CAPERS with a CAD number...CAD number to be recorded on reverse side of Daily Activity Report...includes any building or premise checks of any existing “extra” or “special” watch	
9.	Alarms	.25 pts/per
	*response to all alarms (i.e., burglar, hold-up, panic)	
10.	Suspicious Person Stop	.5 pts/hr
	*requires completion of a Pedestrian Stop Contact Card... Dispatch/RCO must be notified on the Net-10 radio of such stop	
11.	Suspicious Circumstance	.5 pts/hr
	*investigation of any suspicious circumstances...Dispatch/RCO must be notified on the Net-10 radio of such circumstance	
12.	Assists	.5 pts/hr
	*includes any assist criminal in nature	
13.	Other Contacts	.25 pts/hr
	*includes any non-specified criminal contacts or complaints	
14.	Preventative Patrol	No Value
	*the amount of time patrolling minus other recorded activity	
15.	Court Subpoena	1 pts/hr
	*included all off-key date/time court subpoenas...does not include traffic court key-dates...only the ACTUAL hours spent in court are recorded here.	
16.	Prisoner Transport	1 pts/hr
	*includes all prisoner transports to a jail facility for bond hearings...also includes warrant pick-ups and transports from other agency facilities	

JOB FUNCTION VALUES – ADMINISTRATIVE & GENERAL – POLICY 1000		
1.	Range	1.00 pts/per
	*includes all mandatory/required time spent at a range	
2.	School/Seminar/Training	.5 pts/hr
	*includes all time spent at a school, seminar, or training assignment (i.e., NEMRT school, K9 training, honor guard training, SSMART training)...includes roll-call training...includes Field Training Officer hours spent training a probationary officer.	
3.	Court Detail/Transfers	.25 pts/hr
	*includes all non-specified court details (i.e., transfers, court sheet pick-up or any other court detail assigned by the Records Department.	
4.	Vehicle Tow Release	.25 pts/hr
	*includes all requests for the release of towed vehicles and associated payments	
5.	Ticket Payment Processing	.25 pts/hr
	*includes all requests to process a ticket or citation and its' associated payment and issuance of receipt	
6.	Prisoner Bonding	.25 pts/hr
	*includes all assignments of bonding out a prisoner and associated completion of a bond receipt	
7.	Prisoner Checks	.10 pts/per
	*includes all required prisoner checks and delivery of prisoner meals	
8.	R.C.O. Duty / Relief	.25 pts/per
	*includes time spent working in the Dispatch Communications Center while the R.C.O. on duty has been temporarily relieved	
9.	Condition Report	.25 pts/per
	*requires the completion of a department Condition Report	
10.	Lock-Out Assist	.25 pts/per
	*includes any lock-out assist and completion of a department Lock-Out report	
11.	Complaints	.25 pts/per
	*includes any non-specified, non-criminal or non-traffic complaint	
12.	Vehicle / Equipment Detail	.5 pts/hr
	*includes vehicle and department issued equipment details or assignments (i.e., driving vehicles to and from assigned service or maintenance or dropping off department issued equipment for repair)...does not include fueling, car washes, or inspection of department vehicles	
13.	Fire Alarms	.25 pts
	*includes any assists to the Fire Department on fire alarms	
14.	Ambulance Request	.25 pts
	*includes any assists to an ambulance/EMS call	
15.	Assist Other Agency	.5 pts/hr
	*includes any requested or assigned assist to another government agency	
16.	Misc. Administrative Detail	.5 pts/hr
	*includes any non-specified assigned administrative detail	

**900 - FEDERAL IN DEATH CUSTODY
REPORT COVER SHEET.pdf**



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

DEATHS IN LAW ENFORCEMENT CUSTODY COVER SHEET

Data Supplied by			
Name		Title	Date
Phone #		Fax#	
Agency Name			
E-Mail Address (if applicable)			

What deaths should be reported? (per Bureau of Justice Statistics, Department of Justice)

INCLUDE deaths of ALL Persons in process of arrest:

- In the physical custody, or under the physical restraint of law enforcement officers, even if the person was not formally under arrest at the time;
- Killed by any use of force by law enforcement officers;
- At crime/arrest scene or medical facility prior to booking;
- While in transit to or from law enforcement facilities;
- While confined in lockups or booking centers (facilities from which arrestees are usually transferred within 72 hours and not held beyond arraignment).

EXCLUDE deaths of ALL persons:

- Confined in local jails (facilities which typically house inmates for periods beyond 72 hours and after arraignment);
- Confined in State prisons, State juvenile correctional facilities, or private correctional facilities;
- Killed in the course of law enforcement activities against whom no charges were intended (e.g., innocent bystanders, hostages, law enforcement personnel);
- Dying while not in police custody, or under the physical restraint of law enforcement officers (e.g., pre-arrest suicides, vehicular accident deaths during pursuit).

Return this Cover Sheet and CJ-11A (2 PAGES TOTAL) to:

Shamsideen Balogun
Illinois Criminal Justice Information Authority
300 W. Adams St., Suite 200
Chicago, IL 60606

Questions? Call 312-793-8550 or email Shamsideen.Balogun@Illinois.gov

306-BPPD FIREARMS REGISTRATION.pdf

1007- ABSENCE DUE TO SICKNESS.pdf

901 - STRIP SEARCH AUTHORIZATION.pdf

STRIP SEARCH AUTHORIZATION - 901 BEDFORD PARK POLICE DEPARTMENT		CASE REPORT NUMBER: _____	
OFFENDER NAME:		OFFENDER SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> MALE </div>	
DATE OF STRIP SEARCH:		TIME OF STRIP SEARCH:	
LOCATION OF STRIP SEARCH:			
DESCRIBE THE FACTS THAT LED TO THE DECISION TO PERFORM A STRIP SEARCH...THIS SHOULD INCLUDE THE FACTS UPON WHICH THE MEMBER BASED HIS/HER BELIEF THAT THE INDIVIDUAL TO BE STRIP SEARCHED WAS CONCEALING A WEAPON OR CONTRABAND. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
DESCRIBE THE REASONS LESS INTRUSIVE METHODS OF SEARCHING WERE NOT USED OR WERE INSUFFICIENT: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
LIST ALL ITEMS, IF ANY, THAT WERE RECOVERED AS A RESULT OF THE STRIP SEARCH: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
LIST OF MEMBERS/PATRONS/PERSONS CONDUCTING STRIP SEARCH OR PRESENT			
(#1) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> OTHER	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#2) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> OTHER	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#3) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> OTHER	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#4) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> OTHER	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#5) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> OTHER	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
SUPERVISOR AUTHORIZING STRIP SEARCH (PRINTED NAME):		SUPERVISOR AUTHORIZING STRIP SEARCH (SIGNATURE):	
OFFICER/MATRON CONDUCTING SEARCH #1 (SIGNATURE):		OFFICER/MATRON CONDUCTING SEARCH #4 (SIGNATURE):	
OFFICER/MATRON CONDUCTING SEARCH #2 (SIGNATURE):		OFFICER/MATRON CONDUCTING SEARCH #5 (SIGNATURE):	
OFFICER/MATRON CONDUCTING SEARCH #3 (SIGNATURE):			

601 - SEIZURE PRELIMINARY REVIEW.pdf

COOK COUNTY
NOTICE OF PRELIMINARY REVIEW

You are being given this notice because a law enforcement agency has seized some type of property from you. The property may be money, personal property (computer, television, art work, jewelry, etc.), or a vehicle. The property has been seized with the intent to forfeit the property pursuant to one of the following laws: the Illinois Controlled Substances Act, Cannabis Control Act, or the Methamphetamine Control and Community Safety Act. Forfeitures pursuant to these acts are accomplished according to the rules set forth in the Drug Asset Forfeiture Procedure Act, 725 ILCS 150. A vehicle may also be seized for forfeiture if it is used in violation of one of the criminal offenses contained in Article 36 of the Criminal Code, 720 ILCS 5/36-1. The rules regarding Article 36 seizures are contained within the statute.

A preliminary review of the seizure of your property will be held before a Judge of the Circuit Court of Cook County. The purpose of this hearing is to determine whether there was probable cause to seize your property and to hold the property until the formal forfeiture hearing that will occur pursuant to the applicable law as set forth above. This hearing will be held within 14 days of the date of seizure, in room 1707 of the Richard J. Daley Center, 50 West Washington Boulevard, Chicago, Illinois 60602, on Monday and Wednesday at 1:30 p.m. In order to determine the exact date, count out 14 days from the date of seizure on the calendar and then go back to the nearest Wednesday or Friday. If you are unsure of the date of the hearing you may also go to the asset forfeiture tab on the Cook County State's Attorney Web Site where you will find a chart which lists every day of the year and the preliminary review hearing date for property seized on that date. If you do not have access to the internet, please call the Asset Forfeiture Unit of the Cook County State's Attorney's Office at 312-603-6462, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday (closed Holidays) and someone will assist you in determining the date of the preliminary review hearing. You will need to know the exact date of seizure in order to determine the preliminary review hearing date.

This hearing is **NOT** the formal forfeiture hearing. With respect to money or personal property you will not be able to present witnesses or address the Court at this time. Witness presentation and claims related to the various affirmative defenses contained in the statutes set forth above are reserved for the formal forfeiture hearing. With respect to vehicles, you will be able to address the Court for a limited purpose of establishing the existence of a substantial hardship. If the Court finds that there is probable cause to hold the vehicle for forfeiture but also finds that a substantial hardship exists, you will be asked to return within 7 days with notarized documents and sworn affidavits which support the existence of your hardship. The judge may release the vehicle to you or a designated party and may order such conditions as are needed to protect the interests of the state and yourself including: limitations on who may drive the vehicle, and when the vehicle may be driven and the posting of a cash security with the clerk of the Circuit Court. The cash security may be forfeited if you fail to comply with the statutory forfeiture procedures as set forth in the Drug Asset Forfeiture Procedure Act or Article 36, if the car is damaged or reduced in value, if another offense is committed by you or any other person designated to drive the vehicle, the vehicle is removed from Cook County, you fail to return the vehicle, or any of the conditions set by the Judge are violated. In all cases, before release, the vehicle must have valid license plates, a city sticker (if applicable), and must be insured. You or the person designated to drive the vehicle must have a valid driver's license. You may also be required to prove your ownership of the vehicle.

The seizure for forfeiture under state law is separate and apart from any municipal fines, towing, and storage fees. The municipality (city, town, village, etc.) may require payment of these fees, fines, and other costs, before a vehicle will be released on an interim basis awaiting the formal state law forfeiture proceeding or after the release of the vehicle if you win at the formal forfeiture hearing.

If the Judge finds there was no probable cause to seize the money, property, or vehicle, the seizing agency will contact you regarding how to obtain the return of your property.

Notice Received by: _____ Police Official: _____

**FITNESS CENTER INFORMED
CONSENT WAIVE2019.pdf**

FITNESS CENTER INFORMED CONSENT WAIVER

I, the undersigned, acknowledge that I am an employee of the Bedford Park Police Department and desire to voluntarily participate in the Physical Fitness Center at the Bedford Park Police Department. My participation is strictly voluntary and is not part of my employment duties or functions and is not within the scope of my employment.

I hereby fully release any and all personnel associated with the Fitness Center, including, but not limited to, the Village of Bedford Park, its elected officials, the Bedford Park Police Department and its Officers, from any and all liability for damages of any kind resulting from any injury or condition I may suffer or which may result from use of the Fitness Center. I further acknowledge there is an inherent risk when using exercise equipment of any kind.

Furthermore, the undersigned hereby fully waives, relinquishes and releases the Village of Bedford Park, its officers, officials, and agents from any and all worker's compensation claims, rights or lawsuits which may arise directly or indirectly as a result of using the facility and/or equipment at any time whether during normal working hours or on the undersigned off time.

I also agree to forever save and hold harmless the above mentioned parties completely from any and all claims, suits or demands, made in law or equity, of whatsoever nature arising out of any injury or condition I may suffer which may result from the use of the Fitness Center.

I agree to abide by the rules and regulations established by the Fitness Center with the understanding that violation of any such rules may result in withdrawal of my privilege to utilize the Fitness Center.

I certify that I have read and understand the contents of this release.

Signed and Agreed:

Signature

Dated: _____

Printed Name

901 - BODY CAVITY SEARCH AUTHORIZATION.pdf

BODY CAVITY SEARCH AUTHORIZATION - 901 BEDFORD PARK POLICE DEPARTMENT		CASE REPORT NUMBER: _____	
OFFENDER NAME:		OFFENDER SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> MALE </div>	
DATE OF BODY CAVITY SEARCH:		TIME OF BODY CAVITY SEARCH:	
LOCATION OF BODY CAVITY SEARCH:			
DESCRIBE THE FACTS THAT LED TO THE DECISION TO PERFORM A BODY CAVITY SEARCH...THIS SHOULD INCLUDE THE FACTS UPON WHICH THE MEMBER BASED HIS/HER BELIEF THAT THE INDIVIDUAL TO BE SEARCHED WAS CONCEALING A WEAPON OR CONTRABAND. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
DESCRIBE THE REASONS LESS INTRUSIVE METHODS OF SEARCHING WERE NOT USED OR WERE INSUFFICIENT: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
LIST ALL ITEMS, IF ANY, THAT WERE RECOVERED AS A RESULT OF THE BODY CAVITY SEARCH: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
LIST OF MEMBERS/PATRONS/PERSONS CONDUCTING BODY CAVITY SEARCH OR PRESENT			
(#1) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> MEDICAL	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#2) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> MEDICAL	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#3) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> MEDICAL	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#4) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> MEDICAL	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
(#5) NAME:	TITLE: <input type="checkbox"/> OFFICER <input type="checkbox"/> MATRON <input type="checkbox"/> MEDICAL	ROLE: <input type="checkbox"/> CONDUCTED SEARCH <input type="checkbox"/> PRESENT	SEX: <div style="text-align: right;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
SUPERVISOR AUTHORIZING STRIP SEARCH (PRINTED NAME):		SUPERVISOR AUTHORIZING STRIP SEARCH (SIGNATURE):	
OFFICER/MATRON/PHYSICIAN CONDUCTING SEARCH #1 (SIGNATURE):		OFFICER/MATRON/PHYSICIAN CONDUCTING SEARCH #4 (SIGNATURE):	
OFFICER/MATRON/PHYSICIAN CONDUCTING SEARCH #2 (SIGNATURE):		OFFICER/MATRON/PHYSICIAN CONDUCTING SEARCH #5 (SIGNATURE):	
OFFICER/MATRON/PHYSICIAN CONDUCTING SEARCH #3 (SIGNATURE):		SEARCH WARRANT NUMBER:	

**334 - SAFE HAVEN REGISTRATION
BROCHURE (POLISH).pdf**

334 - SAB BROCHURE (POLISH).pdf

1028 - HAZARD ANALYSIS AND CORRECTION.pdf

HAZARD ANALYSIS AND CORRECTIONS - 1028

BEDFORD PARK POLICE DEPARTMENT

DATE:

PERSON INSPECTING:

LOCATION:

6701 SOUTH ARCHER AVENUE, BEDFORD PARK, ILLINOIS 60501

HAZARD CLASSIFICATION (CHOOSE ONE):

A = LOSS OF LIFE, BODY PART, EXTENSIVE DAMAGE

B = SERIOUS INJURY OR PROPERTY DAMAGE

C = NON-DISABLING INJURY OR MINOR DAMAGE

HAZARD DESCRIPTION:

HAZARD CORRECTION:

HAZARD CLASSIFICATION (CHOOSE ONE):

A = LOSS OF LIFE, BODY PART, EXTENSIVE DAMAGE

B = SERIOUS INJURY OR PROPERTY DAMAGE

C = NON-DISABLING INJURY OR MINOR DAMAGE

HAZARD DESCRIPTION:

HAZARD CORRECTION:

504 - ALCOHOL INFLUENCE REPORT (2 OF 2).pdf

OBSERVATIONS

CLOTHES	DESCRIBE: TYPE & COLOR	HAT OR CAP _____ SHOES _____ JACKET OR COAT _____ SHIRT OR DRESS _____ PANTS OR SKIRT _____
	CONDITION: <input type="checkbox"/> DISORDERLY <input type="checkbox"/> DISARRANGED <input type="checkbox"/> SOILED <input type="checkbox"/> MUSSED <input type="checkbox"/> ORDERLY (DESCRIBE) _____	
	BREATH	ODOR OF ALCOHOLIC BEVERAGE: <input type="checkbox"/> STRONG <input type="checkbox"/> MODERATE <input type="checkbox"/> FAINT <input type="checkbox"/> NONE
	ATTITUDE	<input type="checkbox"/> EXCITED <input type="checkbox"/> HILARIOUS <input type="checkbox"/> TALKATIVE <input type="checkbox"/> CAREFREE <input type="checkbox"/> SLEEPY <input type="checkbox"/> PROFANITY <input type="checkbox"/> COMBATIVE <input type="checkbox"/> INDIFFERENT <input type="checkbox"/> INSULTING <input type="checkbox"/> COCKY <input type="checkbox"/> COOPERATIVE <input type="checkbox"/> POLITE
UNUSUAL ACTIONS	<input type="checkbox"/> HICCOUGHING <input type="checkbox"/> BELCHING <input type="checkbox"/> VOMITING <input type="checkbox"/> FIGHTING <input type="checkbox"/> CRYING <input type="checkbox"/> LAUGHING	
SPEECH	<input type="checkbox"/> NOT UNDERSTANDABLE <input type="checkbox"/> MUMBLED <input type="checkbox"/> SLURRED <input type="checkbox"/> CONFUSED <input type="checkbox"/> THICK TONGUED <input type="checkbox"/> STUTTERED <input type="checkbox"/> ACCENT <input type="checkbox"/> FAIR <input type="checkbox"/> GOOD	

MIRANDA WARNING

The U.S. Supreme Court requires me to inform you that:

- 1. You have a right to remain silent.
- 2. Anything you say is evidence and may be used against you in court.
- 3. You are entitled to a lawyer and to have him/her present now or anytime during questioning.
- 4. If you cannot afford a lawyer, one will be appointed for you without cost.



Do you understand your rights? ☐ No ☐ Yes

INTERVIEW LOCATION _____ TIME _____ DATE _____
WITNESSES TO INTERVIEW _____

INTERVIEW

WHAT CITY (COUNTY) ARE YOU IN? _____ WHAT TIME IS IT NOW? _____ WHAT IS THE DATE? _____ WHAT DAY OF THE WEEK IS IT? _____ ARE YOU ILL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT IS WRONG? _____ DO YOU TAKE INSULIN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LAST DOSE? _____ HAVE YOU BEEN INJURED LATELY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DESCRIBE INJURY? _____ HAVE YOU SEEN A DR./DENTIST LATELY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHO & WHAT FOR? _____ HAVE YOU TAKEN ANY MEDICATION IN THE LAST 6 HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT? _____	WHEN DID YOU LAST EAT? _____ WHAT DID YOU EAT? _____ HAVE YOU BEEN DRINKING? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT? _____ HOW MUCH? _____ WHERE HAVE YOU BEEN DRINKING? _____ STARTED _____ STOPPED _____ WHAT WERE YOU DOING THE LAST 3 HOURS? _____ _____ _____ WERE YOU OPERATING A VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO WHAT STREET/HIGHWAY WERE YOU ON? _____ DIRECTION OF TRAVEL? _____ DESTINATION? _____ POINT OF ORIGIN? _____ HAVE YOU BEEN IN AN ACCIDENT TODAY? _____ WHEN DID YOU LAST SLEEP? _____ ARE YOU UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
--	---

604 - PHOTO - LIVE LINEUP ADVISORY FORM.pdf

PHOTO / LIVE LINEUP ADVISORY FORM

BEDFORD PARK POLICE DEPARTMENT

I, _____, agree to view a ____ photo lineup / ____ live lineup at the location of _____
(Print Name)

_____ on ____ / ____ / _____.
(Location) (Date)

INSTRUCTIONS TO WITNESS PURSUANT TO 725 ILCS 5/107A-2(E)(1)

I understand that I am not required to be recorded and may refuse to do so:

- If recording the lineup is practical, an audio and video recording of myself and the person in the lineup will be made for the purpose of accurately documenting all statements made by myself.
- The perpetrator may or may not be presented in the lineup.
- If an independent administrator is conducting the lineup, they do not know the perpetrator's identity; if an independent administrator is not being used, I should not assume the lineup administrator knows which person in the lineup is the perpetrator.
- I should not feel compelled to make an identification.
- It is as important to exclude innocent persons as it is to identify a perpetrator.
- The investigation will continue whether or not an identification is made.

The photo/live lineup administrator has explained the above instructions. I have also read them and/or they have been read to me and I understand them.

X: _____ / _____ / _____ AM / PM
Signature of witness Date Time

AUDIO / VIDEO RECORDING

No Police Officer has suggested in any way that I should consent or refuse to have this lineup videotaped or audio recorded. The decision to have this lineup videotaped or audio recorded is my personal preference.

Check the appropriate line to indicate "consent" or "do not consent" in the following questions:

I ____ consent / ____ do not consent to being videotaped. Signature of Witness: X: _____

I ____ consent / ____ do not consent to being recorded. Signature of Witness: X: _____

PHOTO / LIVE LINEUP RESULTS

The witness identified the following person assigned in the lineup as NUMBER _____

The witness made the following statements during the photo/live lineup as to the perpetrator's identity:

CASE REPORT NUMBER:

SIGNATURES

X: _____ / _____ / _____ AM / PM
Signature of person viewing photo / live lineup Date Time

X: _____ / _____ / _____ AM / PM
Signature of photo / live lineup administrator Date Time

**2016 Directory of IL Healthcare Providers
for Child Abuse and Neglect.pdf**

DIRECTORY

Illinois Healthcare Providers for Child Abuse & Neglect Investigations

2016



*Produced by THE PEDIATRIC RESOURCE CENTER through a Children's Justice Grant from the
Illinois Department of Children & Family Services*



...meeting the medical needs of
abused and neglected children.



UNIVERSITY OF ILLINOIS
COLLEGE OF MEDICINE AT PEORIA



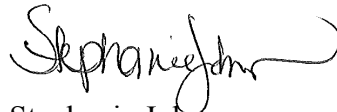
PREFACE

The Pediatric Resource Center is pleased to provide you with the eleventh edition of the *Directory of Illinois Healthcare Providers for Child Abuse & Neglect Investigations*. A complimentary copy of the *Directory* is being provided to you as part of the Children's Justice Grant through the Illinois Department of Children and Family Services.

This *Directory* contains the most up-to-date information regarding healthcare professionals who provide medical examinations that evaluate children for sexual abuse, physical abuse, and neglect. Its purpose is to be a resource to professionals who are involved in child protective services by providing detailed information about each health care providers' training and expertise in the area of child maltreatment. We have also included contact information for DCFS field offices and Children's Advocacy Centers in order provide an easy way to access multi-disciplinary teams throughout the state of Illinois.

Directory of Illinois Healthcare Providers for Child Abuse & Neglect Investigations is also available the Pediatric Resource Center's website, pediatricresourcecenter.org

This Directory has been made possible thanks to the project leadership of Amanda Franklin, Office Support Specialist, Pediatric Resource Center.



Stephanie Johnson
Executive Director
Pediatric Resource Center



DIRECTORY OF ILLINOIS HEALTHCARE
PROVIDERS FOR CHILD ABUSE &
NEGLECT INVESTIGATIONS

- 2016 -

TABLE OF CONTENTS

PROVIDERS CERTIFIED IN CHILD ABUSE PEDIATRICS	1
PROVIDERS CERTIFIED AS SEXUAL ASSAULT NURSE EXAMINERS- PEDIATRICS.....	2
MEDICAL CENTERS OF EXCELLENCE.....	3
PROVIDERS BY DCFS REGION	4
PROVIDER LOCATION MAP	5
PROVIDERS BY COUNTY	6
PROGRAMS AND PROVIDERS:	
Ann & Robert H. Lurie Children’s Hospital of Chicago	9
Fingarson, Amanda, DO	10
Flaherty, Emalee, MD	11
Fortin, Kristine, MD	12
Mathey, Lisa, MSN, FNP-BC, SANE-A, SANE-P	13
Rosado, Norell, MD.....	14
Zinanni, Janis, MSN, CPNP, CSANE-A, CSANE-P	15
Care Center at Edward Hospital.....	16
Rangala, Sangita, MD.....	17
Carle Foundation Hospital Emergency Department - SANE Program.....	18
Meeker, Chris, RN, TNS, SANE.....	19
Metzler, Patty, RN, TNS, SANE-A, SANE-P, CPN	20
Moment, Lisa, RN, MSN, SANE-A.....	21
Child Abuse Safety Team Carle Foundation Hospital	22
Reifsteck, Brent, MD.....	23
Child Protection Response Center	24
Harre, Barbara, MD	25
Child Protection Team at Advocate Children’s Hospital - Oak Lawn.....	26
Souder, Kimberly, FNP-BC, SANE-A, SANE-P	27
Child Protection Team at Advocate Children’s Hospital - Park Ridge	28
Kruger, Tracy, RN, MSN, CPNP	29
Child Protection Team at Carle Clinic	30
Buetow, M. Kathleen, MD	31
Children’s Advocacy and Protective Services (CAPS) at University of Chicago	
Comer Children’s Hospital	32
Bilka, Kristen.....	33
Glick, Jill, MD	34
Ramaiah, Veena, MD	35
Children’s Medical & Mental Health Resource Network.....	36
Bingham, Colleen, MD.....	37
Carlile, Casey, FNP	38
Cope, Noelle, APN	39
Summers, Bonnie, PNP	40
Swafford, Kathy, MD	41
Winters, Rachel, MD	42

Division of Child Protective Services -Chicago CAC & Stroger Hospital	43
Fujara, Marjorie, MD, FAAP	44
Siffermann, Emily, MD	45
MERIT	46
Davis, Raymond, Jr., MD	47
Krueger, Shannon, MSN, APN, CPNP	48
MPEEC	49
Fingarson, Amanda	50
Fujara, Marjorie, MD	51
Glick, Jill, MD	52
Narang, Sandeep, MD	53
Rosado, Norell, MD	54
Sifferman, Emily	55
Pediatric Resource Center (PRC)	56
Hofmann, Molly, APN, PCNS-BC, AFN-BC, SANE-P	57
Petrak, Channing Smith, MD, FAAP	58
Saving, Kay L., MD	59
Presence St. Mary's Hospital	60
Alexander, Christy, RN, BSN, TNS, CPEN, SANE-A, SANE-P	61
Raif, Ayca O., MD	62
Southern Illinois University (Providers Practice Separately)	
Brenham, Careyana, MD	63
Lower, Tracy, MD	64
Miller, Thomas, MD	65
Summers, Bonnie, CPNP, APN	66
Wilson, Beth, RN, SANE	67
 DCFS REGIONAL & FIELD OFFICES	 68
 CHILDREN'S ADVOCACY CENTERS	 72
 INDEX	 82

Providers Certified in Child Abuse Pediatrics

Davis, Raymond Jr, MD	MERIT Phone: 815-971-2727	Rockford, IL
Fingarson, Amanda DO	Ann & Robert H Lurie Children's Hospital of Chicago Phone: 312-227-6847	Chicago, IL
Flahery, Emalee, MD	Ann & Robert H Lurie Children's Hospital of Chicago Phone: 312-227-6847	Chicago, IL
Fortin, Kristine MD	Ann & Robert H Lurie Children's Hospital of Chicago Phone: 312-227-6847	Chicago, IL
Fujara, Marjorie, MD	Division of Child Protective Services -Chicago CAC & Stroger Hospital Phone: 312-864-4140	Chicago, IL
Glick, Jill, MD	CAPS at University of Chicago Comer Children's Hospital Phone: 773-702-4900	Chicago, IL
Harre, Barbara, MD	Child Protection Response Center Phone: 563-421-7160	Davenport, IA
Jones, Mary	Ronald McDonald House Phone: 708-327-2273	Maywood IL
Narang, Sandeep	Ann & Robert H Lurie Children's Hospital of Chicago Phone: 312-227-6847	Chicago, IL
Petrak, Channing, MD	Pediatric Resource Center Phone: 309-624-9595	Peoria, IL
Rosado, Norell, MD	Division of Child Protective Services -Chicago CAC & Stroger Hospital Phone: 312-864-4140	Chicago, IL
Saving, Kay, MD	Pediatric Resource Center Phone: 309-624-9595	Peoria, IL
Scotellaro, Margaret	Rush Medical Center Phone: 312-942-2200	Chicago, IL
Sifferman, Emily	Division of Child Protective Services -Chicago CAC & Stroger Hospital Phone: 312-864-4140	Chicago, IL
Swafford, Kathy, MD	Children's Medical & Mental Health Resource Network Phone: 618-833-6488	Anna, IL

Providers Certified as Sexual Assault Nurse Examiner- Pediatrics (SANE-P)

These providers self-report as SANE-P with the International Association of Forensic Nurses or have in response to requests for information for this directory

Christy Alexander	Presence St Mary's Hospital
Maureen "Molly" Hofmann	Pediatric Resource Center
Dorothy Kozakowski	Location Unknown
Amy M Krupa	Location Unknown
Lisa Mathey	Ann & Robert H Lurie Children's Hospital of Chicago
Patricia Metzler	Carle Foundation Hospital
Kimberly Souder	Child Protection Team at Advocate Children's Hospital- Oak Lawn
Janis Zinanni	Ann & Robert H Lurie Children's Hospital of Chicago

Pediatric Child Abuse and Neglect Medical Centers of Excellence

In 2016, the Illinois Children's Justice Taskforce designated Pediatric Child Abuse and Neglect Medical Centers of Excellence throughout Illinois. The concept of Medical Centers of Excellence is based on program standards established nationally by the Children's Hospital Association. Each of the designated Medical Center of Excellence is under the medical direction of at least one physician certified as a Child Abuse Pediatrician by the American Board of Pediatrics. Pediatric Child Abuse and Neglect Medical Centers of Excellence work with multidisciplinary teams to provide intensive, real-time collaboration with effective communication and guidance regarding child maltreatment. Additionally, these Centers of Excellence offer advanced diagnostic and treatment services in consultation with numerous subspecialists and are regional/national leaders in child maltreatment and family violence intervention and preventions services. The Pediatric Child Abuse and Neglect Medical Centers of Excellence in Illinois are as follows:

Ann & Robert H. Lurie Children's Hospital of Chicago

Children's Medical and Mental Health Resource Network

Division of Child Protective Services - Chicago CAC & John H. Stroger, Jr. Hospital

Children's Advocacy and Protective Services (CAPS) at University of Chicago Comer Children's Hospital

Medical Evaluation Response Initiative Team (MERIT)

Multidisciplinary Pediatric Education and Evaluation Program (MPEEC)

Pediatric Resource Center (PRC)

To learn more about Medical Centers of Excellence in Illinois, visit <http://www.childrensadvocacycentersofillinois.org/#!/mdt-report/yi1x2> to view the MDT Report entitled "The Urgent Need in Illinois for Unit-Based Multidisciplinary Teams to Investigate Child Abuse."

For more information about the Children's Hospital Association publication regarding Centers of Excellence, go to <http://cacnc.org/data/documents/Childrens-Hospitals-role-in-child-maltreatment.pdf>

PROVIDERS BY DCFS REGION

COOK COUNTY

Ann & Robert H. Lurie Children's Hospital of Chicago
Child Advocacy & Protective Services (CAPS) at University of Chicago Comer
Children's Hospital
Division of Child Protective Services - Chicago CAC and Stroger Hospital
MPEEC

NORTHERN REGION

Care Center at Edward Hospital (DeKalb, DuPage, Grundy, Kane, Kendall, Will)
Child Protection Team at Advocate Children's Hospital - Oak Lawn
Child Protection Team at Advocate Children's Hospital - Park Ridge
Child Protection Response Center (Whiteside)
Division of Child Protective Services - Chicago CAC and Stroger Hospital
MERIT (Boone, Carroll, DeKalb, DuPage, JoDaviess, Kane, Kendall, Lake, Lee, McHenry, Ogle,
Stephenson, Whiteside, Will, Winnebago)
Presence St. Mary's Hospital (Kankakee, Will)

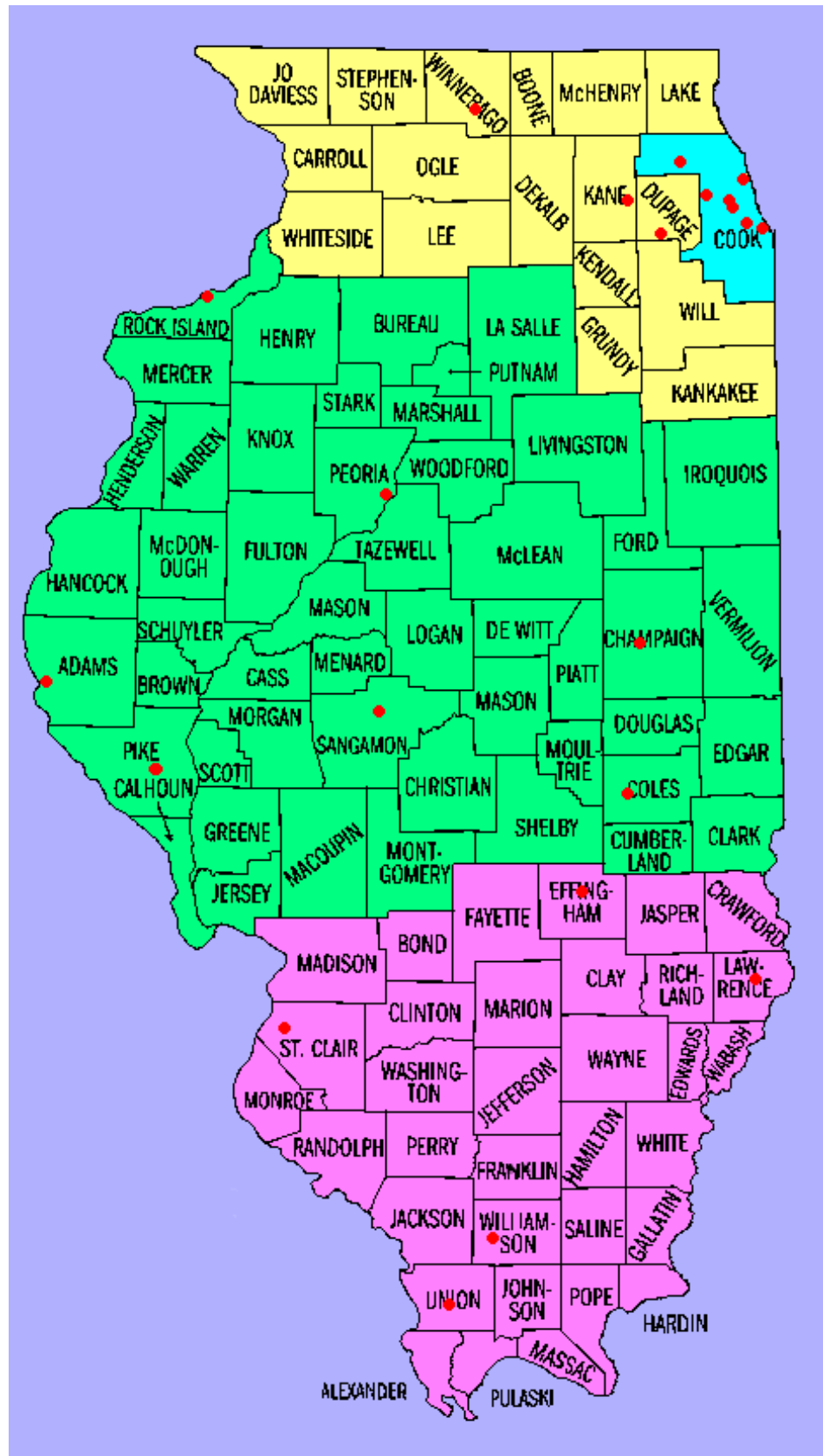
CENTRAL REGION

Care Center at Edward Hospital (LaSalle)
Child Protection Team at Carle Clinic (Champaign, Ford)
Carle Foundation Hospital- Child Abuse Safety Team and Emergency Department (Champaign,
Ford)
Child Protection Response Center (Henry, Mercer, Rock Island)
Children's Medical and Mental Health Resource Network (Clark, Coles, Cumberland, Douglas,
Edgar, Moultrie, Shelby)
Pediatric Resource Center (All Central Region)
Presence St. Mary's Hospital (Iroquois)
Dr. Ayca Raif (Pike)
SIU (Adams, Logan, Macon, Sangamon)

SOUTHERN REGION

Children's Medical and Mental Health Resource Network (All Southern Region)
Beth Wilson, RN, SANE (Wayne)

ILLINOIS PROVIDER LOCATIONS by DCFS REGION



Cook County
 Northern Region
 Central Region
 Southern Region

COUNTY LISTING

Adams County

Pediatric Resource Center
Presence St. Mary's
Dr. Ayca Raif
SIU - Dr. Thomas Miller

Alexander County

Children's Medical & Mental Health
Resource Network

Bond County -No Listing

Boone County

MERIT

Brown County

Pediatric Resource Center
Dr. Ayca Raif

Bureau County

Pediatric Resource Center

Calhoun County

Pediatric Resource Center
Dr. Ayca Raif

Carroll County

MERIT

Cass County

Pediatric Resource Center
SIU- Dr Careyana Brenham

Champaign County

Child Protection Team at Carle Clinic
Carle Foundation Hospital
Pediatric Resource Center

Christian County

Pediatric Resource Center
SIU- Dr Careyana Brenham

Clark County

Pediatric Resource Center

Clay County -No Listing

Clinton County

Child Protection Response Center

Coles County

Pediatric Resource Center

Cook County

Ann & Robert H. Lurie Children's
Hospital of Chicago
Care Center at Edward Hospital
Division of Child Protective Services-
Chicago CAC & Stroger Hospital
MPEEC
CAPS at University of Chicago Comer
Children's Hospital

Crawford County - No Listing

Cumberland County

Pediatric Resource Center

DeKalb County

Care Center at Edward Hospital
MERIT

DeWitt County

Pediatric Resource Center

Douglas County

Pediatric Resource Center

DuPage County

Child Protection Team at Advocate
Children's Hospital- Oak Lawn
Care Center at Edward Hospital

Edgar County

Pediatric Resource Center

Edwards County- No Listing

Effingham County

Children's Medical & Mental Health
Resource Network

Fayette County

Children's Medical & Mental Health
Resource Network

Ford County

Child Protection Team at Carle Clinic
Carle Foundation Hospital
Pediatric Resource Center
Presence St. Mary's Hospital

Franklin County

Children's Medical & Mental Health
Resource Network
Pediatric Resource Center

Fulton County

Pediatric Resource Center

Gallatin County

Children's Medical & Mental Health
Resource Network

Greene County

Pediatric Resource Center

Grundy County

Care Center at Edward Hospital

Hamilton County- No Listing

Hancock County

Pediatric Resource Center

Hardin County

Children's Medical & Mental Health
Resource Network

Henderson County

Pediatric Resource Center

Henry County

Child Protection Response Center

Pediatric Resource Center

Iroquois County

Pediatric Resource Center

Presence St. Mary's Hospital

Jackson County

Child Protection Response Center

Children's Medical & Mental Health

Resource Network

Jasper County - No Listing**Jefferson County**

Children's Medical & Mental Health

Resource Network

Jersey County

Pediatric Resource Center

Jo Daviess County

MERIT

Johnson County

Children's Medical & Mental Health

Resource Network

Kane County

Child Protection Team at Advocate

Children's Hospital- Park Ridge

Care Center at Edward Hospital

MERIT

Kankakee County

Presence St. Mary's Hospital

Kendall County

Care Center at Edward Hospital

MERIT

Knox County

Pediatric Resource Center

Lake County

Care Center at Edwards Hospital

Child Protection Team at Advocate

Children's Hospital- Park Ridge

MERIT

LaSalle County

Care Center at Edward Hospital

Pediatric Resource Center

Lawrence County - No Listing**Lee County**

MERIT

Livingston County

Pediatric Resource Center

Logan County

Pediatric Resource Center

SIU- Dr. Careyana Brenham

Macon County

Pediatric Resource Center

SIU- Dr. Careyana Brenham

Macoupin County

Pediatric Resource Center

SIU- Dr. Careyana Brenham

Madison County

Children's Medical & Mental Health

Resource Network

Marion County

Children's Medical & Mental Health

Resource Network

Marshall County

Pediatric Resource Center

Mason County

Pediatric Resource Center

SIU- Dr. Careyana Brenham

Massac County- No Listing**McDonough County**

Pediatric Resource Center

McHenry County

Care Center at Edward Hospital

Child Protection Team at Advocate

Children's Hospital- Park Ridge

MERIT

McLean County

Pediatric Resource Center

Menard County

Pediatric Resource Center

SIU- Dr. Careyana Brenham

Mercer County

Child Protection Response Center

Pediatric Resource Center

Monroe County- No Listing**Montgomery County**

Pediatric Resource Center

Morgan County

Pediatric Resource Center

Moultrie County

Pediatric Resource Center

Ogle County

Care Center at Edward Hospital

MERIT

Peoria County

Pediatric Resource Center

Perry County
Children's Medical & Mental Health
Resource Network

Piatt County
Pediatric Resource Center

Pike County
Dr. Ayca Raif
Pediatric Resource Center

Pope County
Children's Medical & Mental Health
Resource Network

Pulaski County
Children's Medical & Mental Health
Resource Network

Putnam County
Pediatric Resource Center

Randolph County
Children's Medical & Mental Health
Resource Network

Richland County
Children's Medical & Mental Health
Resource Network

Rock Island County
Child Protection Response Center
Pediatric Resource Center

Saline County
Children's Medical & Mental Health
Resource Network

Sangamon County
Pediatric Resource Center
Southern Illinois University

Schuyler County
Pediatric Resource Center

Scott County
Child Protection Response Center
Pediatric Resource Center

Shelby County
Pediatric Resource Center

St. Clair County
Children's Medical & Mental Health
Resource Network

Stark County
Pediatric Resource Center

Stephenson County
MERIT

Tazewell County
Pediatric Resource Center

Union County
Children's Medical & Mental Health
Resource Network

Vermilion County
Pediatric Resource Center

Wabash County
Children's Medical & Mental Health
Resource Network

Warren County
Pediatric Resource Center

Washington County
Pediatric Resource Center

Wayne County
Beth Wilson, RN, SANE

White County
Children's Medical & Mental Health
Resource Network

Whiteside County
MERIT

Will County
Care Center at Edward Hospital
Child Protection Team at Advocate
Children's Hospital - Oak Lawn

Williamson County
Children's Medical & Mental Health
Resource Network

Winnebago County
MERIT

Woodford County
Pediatric Resource Center

ANN & ROBERT H. LURIE CHILDREN'S HOSPITAL OF CHICAGO

Clinic Address:

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611-2605

Mailing Address:

225 E. Chicago Ave., Mailstop 16
Chicago, IL 61611-2605

Phone: 312.227.6847

FAX: 312.227.9418

Website: www.luriechildrens.org

Intake Phone: 312.227.6847 (Protective Services Coordinator)
312.227.3366 (Social Worker)

Intake Contact(s): Melinda Gronen, LCSW

Business Hours: 24-hours

CAC Affiliation: Chicago CAC

Services Provided by Agency:

Sexual Abuse: Sexual Abuse Exams handled by Pediatric SANE in Emergency Department only. No Outpatient Clinic.

Physical Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluation; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; photo documentation

Neglect: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; medical neglect; other neglect; medical child abuse; photo documentation

Counties Served: Cook and surrounding counties

Referrals Accepted From: Parent or Guardian; DCFS; Law Enforcement; State's Attorney; Physician; Mental Health Providers

Approximate Number of Children Seen Per Year by Agency:

Sexual Abuse: 100

Physical Abuse: 500

Neglect: 50

MEDICAL PROVIDER(S):

FINGARSON, Amanda, DO

Examines Children at:

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611-2605

Mailing Address:

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611-2605

Services Provided:

Sexual Abuse: Sexual Abuse Exams handled by Pediatric SANE in Emergency Department only. No Outpatient Clinic.

Physical Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluation; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; photo documentation

Neglect: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; medical neglect; other neglect; medical child abuse; photo documentation

Number of Children Seen Per Year: Dependent on staffing

Specialized Training Received: Fellowship in Child Abuse Pediatrics

Board Certified in Child Abuse Pediatrics? Yes

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has qualified as an expert witness in court on child abuse issues.

FLAHERTY, Emalee, MD*Examines Children at:*

Ann & Robert H. Lurie Children's Hospital of Chicago
 225 E. Chicago Ave.
 Chicago, IL 60611-2605

Mailing Address:

Ann & Robert H. Lurie Children's Hospital of Chicago
 225 E. Chicago Ave.
 Chicago, IL 60611-2605

Services Provided:

Sexual Abuse: Sexual Abuse Exams handled by Pediatric SANE in Emergency Department only. No Outpatient Clinic.

Physical Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluation; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; photo documentation

Neglect: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; medical neglect; other neglect; medical child abuse; photo documentation

Number of Children Seen Per Year: Dependent on Staffing

Specialized Training Received: San Diego Conference on Child Maltreatment

Board Certified in Child Abuse Pediatrics? Yes

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has qualified as an expert witness in court on child abuse issues.

FORTIN, Kristine, MD

Examines Children at:

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611-2605

Mailing Address:

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611-2605

Services Provided:

Sexual Abuse: Sexual Abuse Exams handled by Pediatric SANE in Emergency Department only. No Outpatient Clinic.

Physical Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluation; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; photo documentation

Neglect: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; medical neglect; other neglect; medical child abuse; photo documentation

Number of Children Seen Per Year: Dependent on Staffing

Specialized Training Received: Fellowship in Child Abuse Pediatrics; Master of Public Health

Board Certified in Child Abuse Pediatrics? Yes

Court Testimony Experience: Has testified in court

Expert Witness Experience: Has been qualified as an expert witness

Lisa Mathey MSN, FNP-BC, SANE-A, SANE-P

APN Manager
SANE Coordinator

Years of Experience in Evaluating Child Abuse and Neglect Cases: 12

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse

Number of children evaluated last year:

Sexual Abuse: 100

Services Provided:

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture, Genitoanal Exam (No Image Capture)

Evaluate Children: Emergency Department

Inpatient or Outpatient: Other -Emergency Department

Mailing Address: 225 East Chicago Ave
Chicago, IL 60611

Email Address: lmathey@luriechildrens.org

Hospital Affiliations:

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: 4

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Pediatric genital examination; Sexual assault evidence collection; Pediatric sexual assault/abuse; Adolescent sexual assault/abuse

ROSADO, Norell, MD

Examines Children At:

Mailing Address:

Services Provided:

Sexual Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; emergency exams; forensic evidence collection; colposcope utilized; photo documentation

Physical Abuse: N/A

Neglect: N/A

Number of Children Seen Per Year:

Sexual Abuse: 900

Physical Abuse: n/a

Neglect: n/a

Specialized Training Received: Yes

Board Certified in Child Abuse Pediatrics? Yes

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has qualified as an expert witness in court on child abuse issues.

Janis Zinanni MSN, CPNP, CSANE-A, CSANE-P

APN and SANE

Years of Experience in Evaluating Child Abuse and Neglect Cases: 10

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: 1

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive

Number of children evaluated last year:

Sexual Abuse: Somewhere between 25-40

Physical Abuse: Between 10-25

Neglect: 1-5

Other Maltreatments: No Response

Services Provided: Colleague Consultations

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture, Genitoanal Exam (No Image Capture)

Evaluate Children: In the Emergency Department

Inpatient or Outpatient: Other -Emergency Department

Mailing Address: Janis Zinanni APN

Ann & Robert H. Lurie Children's Hospital of Chicago

Department of Emergency Medicine, Box: 62

225 E. Chicago Ave

Chicago IL, 60611

Email Address: jzinanni@luriechildrens.org

Hospital Affiliations: Northwest Community Hospital, Pediatric Emergency Room

Counties Served: Cook

Other:

How many times testified in court on child abuse matters: 1

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

THE CARE CENTER AT EDWARD HOSPITAL

Clinic Address:

Edward Hospital
801 S Washington
Naperville, IL 60540

Mailing Address: Same

Phone: 630.527.3288

FAX: 630.527.5014

Website: www.edward.org

Intake Phone: 630.527.3288

Intake Contact(s): Nancy Pizzurro, RN, CPN, Program Coordinator

E-mail: npizzurro@edward.org

Support Staff: Kathy Maruszewski, PCT

Business Hours: Exams scheduled as needed and appropriate

Hospital Affiliation: Edward Hospital and Health Services, Naperville, IL

CAC Affiliation: CAC of DeKalb County; DuPage County CAC; Kane County CAC; Will County CAC

Outreach Clinic: None

Services Provided by Agency:

Sexual Abuse: Girls & boys ages 0-17; special needs adults; scheduled outpatient exams; paper consults; colleague consultations emergency exams; forensic evidence collection; digital colposcope utilized; photo documentation; FBI cases

Physical Abuse: N/A

Neglect: N/A

Counties Served: Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, LaSalle, McHenry, Ogle, Will, Military Bases

Referrals Accepted From: Parent or Guardian; Other Relatives; DCFS; Law Enforcement; State's Attorney; Physicians; Mental Health Providers; Self; Emergency Departments

Approximate Number of Children Seen Per Year by Agency:

Sexual Abuse: 120

Physical Abuse: n/a

Neglect: n/a

Dr. Sangita Rangala/Nancy Pizzurro RN CPN

Dr Rangala - Medical Director/ Nancy Pizzurro, RN, CPN, Program Coordinator

Years of Experience in Evaluating Child Abuse and Neglect Cases: 16

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: San Diego Maltreatment conference - Dr. Rangala attends annually

Maltreatments Evaluated: Sexual Abuse

Number of children evaluated last year:

Sexual Abuse: 100

Physical Abuse: 0

Neglect: No Response

Other Maltreatments: No Response

Services Provided:

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Outpatient - exams are completed in the Pediatric Specialty Center at Edward Hospital

Inpatient or Outpatient: Outpatient Only

Mailing Address: The Care Center at Edward Hospital

Attn Dr. Sangita Rangala

Pediatric Specialty Center

801 S Washington Street

Naperville IL 60540

Email Address: npizzurro@edward.org

Hospital Affiliations: Edward/Elmhurst Hospital and Health Services

Counties Served: Cook, DeKalb, DuPage, Grundy, Kane, Kendall, LaSalle, Will, Other: FBI /military assist,

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

CARLE FOUNDATION HOSPITAL EMERGENCY DEPARTMENT

Clinic Address:

Carle Foundation Hospital
Emergency Department
611 West Park
Urbana, IL 61801

Mailing Address: Same

Phone: 217.326.6601

FAX: 217.383.3061

Intake Phone: 217.383.3319

Intake Contact(s): Resource Nurse in Emergency Department

Support Staff: Hospital Social Worker, Pastoral Care and Emergency Department Discharge Planner

Business Hours: 24 Hours/7 days per week

Hospital Affiliation: Carle Foundation Hospital, Urbana, IL

CAC Affiliation: Champaign County CAC

Outreach Clinic: Carle Clinic Associates
602 University Avenue
Urbana, IL 61801

Services Provided by Agency:

Sexual Abuse: Girls & boys – all ages; inpatient & outpatient in person evaluation with medical screening; inpatient & outpatient paper consultation; colleague consultation; emergency exams; forensic evidence collection; colposcope utilized; videotape exam; photo documentation

Physical Abuse: Girls & boys – all ages; inpatient & outpatient in-person evaluations with medical screening; inpatient & outpatient paper consultation; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; emergency exams; photo documentation

Neglect: Girls & boys – all ages; inpatient & outpatient in-person evaluations with medical screening; inpatient & outpatient paper consultation; medical neglect; other neglect; medical child abuse; emergency exams

Counties Served: Champaign and all counties served by Carle Clinic/Carle Hospital and Health Alliance Medical Plans

Referrals Accepted From: Parent or Guardian; DCFS; Law Enforcement; State's Attorney; Physician; Mental Health Providers; Referrals mandated per EMTALA/PPA/ etc. for the ED

Approximate Number of Children Seen Per Year by Agency:

Sexual Abuse: 60

Physical Abuse: 40

Neglect: 35

Christine Meeker, RN, APN-C

Years of Experience in Evaluating Child Abuse and Neglect Cases: 14

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Foster Care Screens, Paper Consultations (Record Reviews)

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Carle Foundation Hospital, Emergency Room, Urbana, IL
St Mary's Emergency Room, Decatur, IL

Inpatient or Outpatient: Outpatient Only

Mailing Address:

Email Address: chrismeecker33@gmail.com

Hospital Affiliations: Carle Foundation, Urbana
St Mary's, Decatur

Counties Served: Champaign

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

Patty Metzler, RN, TNS, SANE-A, SANE-P, CPN

Coordinator of the sexual assault, domestic violence, and child abuse/neglect facets of care.

Years of Experience in Evaluating Child Abuse and Neglect Cases: 35

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: TNS, SANE-P, CPN

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: 2014 Annual San Diego Child Abuse and Neglect Conference

2012, 2013, 2014 IAFN Annual Scientific Assembly

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 55

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: I work in a level one trauma center as well as having the role of SANE coordinator. I cannot give you a specific number of pts for abuse/neglect as my office is in the ED and I see pts with the doctors when they ask me to.

Services Provided: Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: The emergency department. Inpatient hospital.

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 611 W Park

Urbana, IL 61801

Email Address: pat.metzler@carle.com

Hospital Affiliations: Carle Foundation Hospital

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Lisa Moment APN, FNP-BC, SANE-A

Years of Experience in Evaluating Child Abuse and Neglect Cases: 8

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: SANE-A, AFN-BC

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse

Number of children evaluated last year:

Sexual Abuse: 10-20

Services Provided: Follow-Up Clinic

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture, Genitoanal Exam (No Image Capture)

Evaluate Children: Carle Foundation Hospital

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Carle Foundation Hospital

611 W Park

Urbana, IL 61802

Email Address: Lisa.Moment@carle.com

Hospital Affiliations: Carle Foundation Hospital

Counties Served: Champaign

Other:

How many times testified in court on child abuse matters:

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

CHILD ABUSE SAFETY TEAM
CARLE FOUNDATION HOSPITAL

Clinic Address:

Carle Foundation Hospital
611 West Park
Urbana, IL 61801

Mailing Address:

Same

Phone: 217.383.3088

FAX: 217.383.4565

Intake Phone: 217.383.3088

Intake Contact(s): PALS

Support Staff: Molly Genta, RN

Business Hours: M-F, 8:00 AM—5:00 PM; after-hours capacity to see children

Hospital Affiliation: Carle Foundation Hospital, Urbana, IL

CAC Affiliation: Champaign County CAC

Outreach Clinic: 1 afternoon per week at Carle Foundation Physician Services
Pediatric Subspecialty –North Clinic
602 W. University Ave.
Urbana, IL 61801
Phone: 217-383-3100

Services Provided by Agency:

Sexual Abuse: N/A

Physical Abuse: Girls and boys, ages 0-18; inpatient in-person evaluations; colleague consultation; emergency exams; cuts, welts & bruises; severe head injury; burns; fractures; death reviews; photo documentation

Neglect: Girls and boys, ages 0-18; inpatient in-person evaluations; colleague consultation; medical neglect; other neglect; medical child abuse; emergency exams; photo documentation

Counties Served: Champaign and all counties served by Carle Clinic/Carle Hospital and Health Alliance Medical Plans

Referrals Accepted From: Parent or Guardian (ED); Relative other than Parent or Guardian; DCFS; Law Enforcement; State's Attorney; Physicians; Mental Health Providers; Other Community Professionals

Approximate Number of Children Seen Per Year by Agency:

Sexual Abuse: 0

Physical Abuse: 35

Neglect: 35

Brent D. Reifsteck, MD FAAP

Physician Leader

Years of Experience in Evaluating Child Abuse and Neglect Cases: 4

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Yearly Child Maltreatment conference

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 10

Physical Abuse: 50

Neglect: 40

Other Maltreatments: No Response

Services Provided: Foster Care Screens, Follow-Up Clinic, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews, Telemedicine

Exam-Specific Services:

Evaluate Children: Carle Foundation Hospital (inpatient and ED)

Carle Clinic

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 611 W. Park St.

Urbana, IL 61801

Email Address: Brent.Reifsteck@Carle.com

Hospital Affiliations: Carle Foundation Hospital

Counties Served: Champaign, Clark, Clay, Coles, Crawford, Cumberland, DeWitt, Douglass, Effingham, Ford, Iroquois, Jasper, Lawrence, Livingston, McLean, Macon, Moultrie, Richland, Shelby

Other:

How many times testified in court on child abuse matters: over one dozen

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Child Abuse and Neglect

Child Protection Response Center



CHILD PROTECTION RESPONSE CENTER

We are recognized as an associate developing member of the NCA, with full accreditation materials submitted.

Clinic Address: 1230 E Rusholme Bldg. 2 LL01, Davenport, IA 52803

Mailing Address: Same

Phone Number: (563)421-7160

Fax Number: (563)421-7161

Program Website: www.childprotectionresponsecenter.org

Program Email: childprotectionresponseclinic@yahoo.com

Regular Business Hours: M-F 8:30 a.m.-5:00 p.m.

Medical Providers: Barbara Harre, MD

Professional Staff: Michele Mattox, Forensic Interviewer/Case Manager; Shelley Klaas, Forensic Interviewer/Family Advocate

Hospital Affiliations: Genesis Medical Center

CAC Affiliations: Aledo Crisis Center

Peer Review:

Counties Served: Clinton, Jackson, Mercer, Rock Island, Scott

REFERRALS:

Phone Number: (563)421-7160

Handled By: Lawonda Phillips-Administrative Assistants; Rebecca Williams Administrative Assistant

Children Ages: 0-18 years **Sex:** Male & Female **Inpatient or Outpatient:** Inpatient and Outpatient

Referral Process Description: See below

Referrals outside of regular business hours: Dr. Harre is usually paged and informed of after hour situations, emergency cases are handled as needed. If it is non emergent, pertinent information is taken, medical records if available are then faxed to our office for office staff to review upon next business day. Parents/Guardians is contacted, a referral form is completed, an appointment is then set.

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency,

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect, Other (Drugs abuse, Death investigations)

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews

Exam-Specific Services: Genitoanal Exam with Image Capture, , Photo Documentation of Physical Findings, Other (Hair stat collections, comprehensive failure to thrive/neglect evaluations including hospitalization as needed.)

Barbara Harre MD

Medical provider and director

Years of Experience in Evaluating Child Abuse and Neglect Cases: 15

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: APSAC in Chicago; San Diego-2014, Interviewing children-2/2015

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 140

Physical Abuse: 40

Neglect: 10

Other Maltreatments: Emotional neglect/abuse-10

Services Provided: Foster Care Screens, Follow-Up Clinic, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: 1230 E. Rusholme St.,

Bldg 2 LL01

Davenport, Iowa 52803

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: same as above

Email Address: childprotectionresponseclinic@yahoo.com

Hospital Affiliations: Genesis Medical Center

Counties Served: Clinton, Jackson, Mercer, Rock Island, Scott

Other:

How many times testified in court on child abuse matters: 50+

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Physical Abuse-general, Sexual Abuse, Neglect, Death investigation, Substance abuse testing

Child Protection Team at Advocate Children's Hospital-Oak Lawn

Child Protection Services team composed of child abuse pediatrician, nurse practitioner and dedicated social worker.

Clinic Address: 4440 W 95th St., Oak Lawn, IL 60453

Mailing Address: same

Phone Number: (708)684-1315

Fax Number: (708)684-4725

Program Website:

Program Email: kimberly.souder@advocatehealth.com

Regular Business Hours: M-F 8am-5pm

Medical Providers: Kimberly Souder, FNP-BC, SANE-A, SANE-P, Nurse Practitioner, Child protection

Professional Staff: None Listed

Hospital Affiliations: Advocate Children's Hospital

CAC Affiliations: Justice CAC, LaRabida CAC, Park Forest

Peer Review: Children's Advocacy Center-Chicago, Justice Advocacy Center, Member of the Cook County Death Review Board, LaRabida CAC

Counties Served: Southern Counties of Chicago Suburbs

REFERRALS:

Phone Number: (708)684-1315

Handled By: Kimberly Souder-APN

Children Ages: 0-21 years **Sex:** Male & Female **Inpatient or Outpatient:** Both

Referral Process Description: Chicagoland referrals as well. Any southern suburb county

Referrals outside of regular business hours: Concerned individual may call the APN @ 708-684-1315 to inquire about outpatient appointments or need for admissions. Phone line answered during work week M-F normal business hours. Child Protective Services team will see patient together and discuss case with DCFS and findings.

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews, Telemedicine, Evaluation of Images in Child Pornography

Exam-Specific Services: Genitoanal Exam with Image Capture, , Photo Documentation of Physical Findings

Kimberly Souder, FNP-BC, SANE-A, SANE-P

Pediatric Nurse Practitioner for the Child Protection team

Years of Experience in Evaluating Child Abuse and Neglect Cases: 3

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: SANE-A and SANE-P

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years:

Maltreatments Evaluated: Physical Abuse, Neglect, Sexual Abuse

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Telemedicine

Exam-Specific Services: Genitoanal Exam with Image Capture (SDFI Camera System)

Evaluate Children: inpatient and outpatient settings at Advocate Children's Hospital-Oak Lawn

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 4440 W. 95th St., Oak Lawn, IL 60453

Email Address: Kimberly.souder@advocatehealthcare.com

Hospital Affiliations: Advocate Children's Hospital

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: No Response

Certified as an expert in child abuse in Court: No Response

If willing to provide education to others, presentation topics include: No Response

Child Protection Team at Advocate Children's Hospital-Park Ridge

Child Protection Team at Advocate Children's Hospital-Park Ridge. Review and evaluate both inpatient and outpatient children suspected of possibly any form of child abuse

Clinic Address: 1675 Dempster St., Park Ridge, IL 60068

Mailing Address: same

Phone Number: (847)723-7714

Fax Number: (847)723-0253

Program Website: None Listed

Program Email: tracy.kruger@advocatehealth.com

Regular Business Hours: M-F 8am-5pm

Medical Providers: Tracy Kruger RN, MSN, CPNP, Pediatric Nurse Practitioner

Professional Staff: Holly Smith, LCSW & Tina Eisman, LCSW - Social Work

Hospital Affiliations: Advocate Children's Hospitals

CAC Affiliations: no affiliations

Peer Review: Both sites attend CAC peer reviews at both the Justice CAC, Northwest CAC in Hoffman Estates/Northbrook, Chicago CAC and both sites have members on the Cook County Death Review Board

Counties Served: Northwest Counties of Chicago Suburbs, Lake County CAC, Justice CAC, LaRabida CAC

REFERRALS:

Phone Number: (847)723-7714

Handled By: APN

Children Ages: 0-21 years **Sex:** Male & Female **Inpatient or Outpatient:** Inpatient and Outpatient

Referral Process Description: We service all counties, but primarily located near the Northwest suburbs as we primarily have a majority of referrals from the northwest CAC.

Referrals outside of regular business hours: Leave message on APN landline with information and call back info. Will call back during regular business hours

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews, Telemedicine, Evaluation of Images in Child Pornography

Exam-Specific Services: Genitoanal Exam with Image Capture, , Photo Documentation of Physical Findings

Tracy Kruger RN, MSN, CPNP

Pediatric Nurse Practitioner for the Child Protection team

Years of Experience in Evaluating Child Abuse and Neglect Cases: 2

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: SANE-A and SANE-P training. Paperwork submitted to state

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: AHT conference in Denver, CO 2014 , Lurie Children's Hospital symposium, APSAC International conference 2015, Child & Family Maltreatment Conference 2016

Member of APSAC and IAFN

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse,
Number of children evaluated last year:

400 between Oak Lawn & Park Ridge Campuses

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided:

Exam-Specific Services: Genitoanal Exam with Image Capture, SDFI (forensic photography) at both Oak Lawn and Park Ridge

Evaluate Children: inpatient and outpatient settings at Advocate Children's Hospital-Park Ridge

1775 Dempster

Park Ridge, IL 60068

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 1775 Dempster

Park Ridge, IL 60068

Email Address: tracy.kruger@advocatehealth.com

Hospital Affiliations: Advocate Children's Hospital

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

Child Protection Team at Carle Clinic

Clinic Address: 1818 E. Windsor Rd, Urbana, IL 61802

Mailing Address: Kathleen Buetow MD at the same address

Phone Number: (217)383-5021

Fax Number: (217)255-9723

Program Website:

Program Email: Kathleen.Buetow@Carle.com

Regular Business Hours: M-F 8am-5pm

Medical Providers: Kathleen Buetow MD

Professional Staff: Cathleen Johnson LCSW

Hospital Affiliations: Carle Foundation Hospital

CAC Affiliations: Champaign County CAC

Peer Review: CAC Review

Counties Served: Champaign, Ford

REFERRALS:

Phone Number: (217)383-5021

Handled By: Cathleen Johnson, LCSW

Children Ages: 0-18 years **Sex:** Male & Female **Inpatient or Outpatient:** Only Outpatient

Referral Process Description: No Response

Referrals outside of regular business hours: When our clinic is closed patients can be referred to the Carle ED, There is a SANE Nurse available there

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect,

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews, Evaluation of Images in Child Pornography

Exam-Specific Services: Genitoanal Exam (No Image Capture), Photo Documentation of Physical Findings

Kathleen Buetow, MD

Pediatrician

Years of Experience in Evaluating Child Abuse and Neglect Cases: 30

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: SANE Training 40 hours

Child Death Review Symposium in 2013 and 2015

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 21

Physical Abuse: 16

Neglect: 4

Other Maltreatments:

Services Provided: Evaluation of Images in Child Pornography, Foster Care Screens, Follow-Up Clinic, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services: Genitoanal Exam (No Image Capture)

Evaluate Children: Carle, 1818 E. Windsor Road, Urbana Illinois 61802

Inpatient or Outpatient: Outpatient Only

Mailing Address: Kathleen Buetow

Carle Physician Group

1818 E Windsor Rd.

Urbana, IL 61802

Email Address: Kathleen.Buetow@Carle.com

Hospital Affiliations: Carle

Counties Served: Champaign, Ford

Other:

How many times testified in court on child abuse matters: In the range of 100

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Signs of Physical Abuse, Evaluation of Sexual Abuse, Failure to Thrive

Child Advocacy and Protective Services (CAPS)



Clinic Address: University of Chicago Comer Children's Hospital
MC8030
5721 S Maryland Ave
Chicago, IL 60637

Mailing Address: Same

Phone Number: (773)702-4900

Fax Number: (773)702-0642

Program Website:

Program Email: jglick@peds.bsd.uchicago.edu

Regular Business Hours: 8am-5pm Monday through Friday

Medical Providers: Jill Glick, MD, Medical Director
Veena Ramaiah, Assistant Medical Director
Kristen Bilka, PA-C

Professional Staff: Lindsay Forrey, LCSW, Program Manager
Esmeralda Castillo, Administrative Assistant

Hospital Affiliations: University of Chicago Medical Center

CAC Affiliations: No affiliations

Peer Review: No answer

Counties Served: No Response

REFERRALS:

Phone Number: (773)702-4900

Handled By: Lindsay Forrey, LCSW

Children Ages: 0-18 **Sex:** Male & Female **Inpatient or Outpatient:** Inpatient and Outpatient

Referral Process Description: All cases considered on a case-by-case basis.

Referrals outside of regular business hours:

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: , Physical Abuse, Neglect, Medical Abuse/Neglect

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews

Exam-Specific Services: Photo Documentation of Physical Findings

Kristen Bilka, MMS, PA-C

Years of Experience in Evaluating Child Abuse and Neglect Cases: 5

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Physical Abuse, Neglect, Failure to Thrive

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Death Reviews

Exam-Specific Services:

Evaluate Children: University of Chicago Comer Children's Hospital

Inpatient or Outpatient: Inpatient Only

Mailing Address:

Email Address: krbilka@bsd.uchicago.edu

Hospital Affiliations:

Counties Served: Cook

Other:

How many times testified in court on child abuse matters:

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

Jill Glick, MD

Medical Director

Years of Experience in Evaluating Child Abuse and Neglect Cases: 26

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services:

Evaluate Children: University of Chicago Comer Children's Hospital

Inpatient or Outpatient: Inpatient Only

Mailing Address:

Email Address: jglick@peds.bsd.uchicago.edu

Hospital Affiliations:

Counties Served: Cook

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Veena Ramaiah, MD

Faculty / attending

Years of Experience in Evaluating Child Abuse and Neglect Cases: 15

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews,

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam (No Image Capture)

Evaluate Children: ER and inpatient

Inpatient or Outpatient: Inpatient Only

Mailing Address:

Email Address: vramaiah@peds.bsd.uchicago.edu

Hospital Affiliations: University of Chicago

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Children's Medical and Mental Health Resource Network



CMMHRN provides age appropriate victim sensitive medical evaluations to possible victims of child maltreatment. We have medical providers located throughout our service area to provide exams close to home, so our families will not have to travel long distances to receive an appropriate evaluation. Dr. Swafford is available for consultation or hospital inpatient evaluation as needed. In 2015, we launched a mental health learning collaborative to train area mental health providers in TF-CBT as well as a fellowship with the SIU-C MSW program, training masters level student in TF-CBT.

Clinic Address: 1155 E Vienna, PO Box 179, Anna, IL 62906

Mailing Address: Same

Phone Number: (618)833-6488

Fax Number: (618)833-1599

Program Website: www.siumed.edu/peds/cmmhrn

Program Email: espalt@siu.edu

Regular Business Hours: Office 8:30AM-4:30 PM

Medical Providers: Kathy Swafford, MD, Medical Director;

Additional Network Medical Providers: Colleen Bingham, MD; Noelle Cope, FNP; Bonnie Summers, PNP; Rachel Winters, MD; Casey Carlile, FNP

Professional Staff: Ginger, MSW - Clinical Director, CMMHRN; Elaina Spalt - Office Assistant, CMMHRN

Hospital Affiliations: Memorial Hospital of Carbondale, Union County Hospital

CAC Affiliations: Two Rivers; Madison County; St. Clair County; Perry/Jackson County; The Amy Center; Franklin/Williamson County; The Guardian Center; Healing Harbor; East Central Illinois

Peer Review: My Case Reviews and Midwest CAC Peer Review for medical providers/medical director

Counties Served: Alexander, Effingham, Fayette, Franklin, Gallatin, Hardin, Jackson, Jefferson, Johnson, Madison, Marion, Perry, Pope, Pulaski, Randolph, Richland, Saline, St. Clair, Union, Wabash, White, Williamson

REFERRALS:

Phone Number: (618)833-6488

Handled By: Elaina Spalt schedule and gathers demographic information

Children Ages: 0-17 years **Sex:** Male & Female **Inpatient or Outpatient:** Only Outpatient

Referral Process Description: No Response

Referrals outside of regular business hours: CAC directors and ERs contact Dr. Swafford directly by her cell phone (618)521-7536

Referrals Accepted From: CAC, DCFS, Law Enforcement, State's Attorney's Office, Physician, Mental Health Provider

Maltreatments Evaluated: Sexual Abuse, Physical Abuse

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews

Exam-Specific Services: Genitoanal Exam with Image Capture, , Photo Documentation of Physical Findings

BINGHAM, Colleen, MD

Family Care Associates of Effingham

Examines Children at:

1106 North Merchant
Effingham, IL 62401

Mailing Address:

PO Box 665
Effingham, IL 62401

Phone: 217.342.7000

Fax: 217.342.7002

Intake Phone: 618.833.6488 or 217.342.7000

Support Staff: Carla Kaufman, CNA

Business Hours: M-F, 8:00 AM - 5:00 PM

Hospital Affiliation: St. Anthony Memorial Hospital, Effingham

CAC Affiliation: None

Services Provided:

Physical Abuse: Girls & boys, all ages; inpatient & outpatient evaluations; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; emergency exams; photo documentation

Neglect: Girls & boys, all ages; inpatient & outpatient evaluations; inpatient & outpatient paper consultations; colleague consultation; medical neglect; other neglect; medical child abuse; emergency exams; photo documentation

Counties Served: Effingham, Fayette, Jasper

Number of Children Seen Per Year:

Sexual Abuse: 0 *Physical Abuse:* 2-3 *Neglect:* 0

Specialized Training Received: Physical abuse training; sexual abuse training.

Board Certified in Child Abuse Pediatrics? No

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has not qualified as an expert witness in court on child abuse issues.

Casey Carlile FNP

Provide medical exams

Years of Experience in Evaluating Child Abuse and Neglect Cases: 5

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse,

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Foster Care Screens, Second Opinions, Colleague Consultations

Exam-Specific Services: Genitoanal Exam with Image Capture

Evaluate Children: Ferrell Hospital

1407 Locust St

Eldorado IL 62930

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Ferrell Hospital

1407 Locust St

Eldorado IL 62930

Email Address: ccarlile@ferrellhosp.org

Hospital Affiliations: Ferrell Hospital

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: via court system

If willing to provide education to others, presentation topics include: No Response

COPE, Noelle, APN*Sarah Busch Lincoln Healthcare Center*

Examines Children at:
 1005 Healthcenter Drive
 Suite 100
 Mattoon, IL 61938

Mailing Address:
 Same

Phone: 217.348.4006

Fax: 217.258.4120

Intake Phone: 618.833.6488

Business Hours: T,Th,F, 9:00 AM - 5:00 PM

Hospital Affiliation: Sarah Busch Lincoln Health Center, Mattoon, IL

CAC Affiliation: CAC of East Central Illinois

Services Provided:

Sexual Abuse: Girls & boys, ages 0-18; colleague consultation; emergency exams; forensic evidence collection; medscope utilized; video- tape exams; photo documentation

Physical Abuse: N/A

Neglect: N/A

Counties Served: Coles, Douglas, Edgar, Moultrie, Shelby

Number of Children Seen Per Year:

Sexual Abuse: 49 *Physical Abuse:* 0 *Neglect:* 0

Specialized Training Received: SANE; Preceptorship at Pediatric Resource Center, Peoria;
 San Diego Conference on Child Abuse and Neglect, 2005, 2006, 2007

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has qualified as an expert witness in court on child abuse issues.

Bonnie Summers, CPNP, APN

Medical Exams, Consultations and Record Reviews for Physically Abused and Neglected Children and Teens.
STD testing.

Years of Experience in Evaluating Child Abuse and Neglect Cases: 0

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: The Annual Children's Medical Network Symposium on Child Abuse and Neglect -
Attended yearly for the past 3 years

Maltreatments Evaluated: Physical Abuse, Neglect, Failure to Thrive

Number of children evaluated last year:

Sexual Abuse: 2

Physical Abuse:

Neglect:

Other Maltreatments: Consults/Record Reviews:

Physical Abuse/Neglect 2

Sexual Abuse 2

Record Reviews- 51

Services Provided: Follow-Up Clinic, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations

Exam-Specific Services:

Evaluate Children: The Mother and Child Center, Centreville, IL

Inpatient or Outpatient: Outpatient Only

Mailing Address: 6000 Bond Avenue,
Centreville, IL 62207

Email Address: bsummers@sihf.org

Hospital Affiliations: None

Counties Served: Clinton, Madison, Monroe, Randolph, St. Clair, Washington

Other:

How many times testified in court on child abuse matters: Never

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

**Kathy Swafford, MD, FAAP,
Board Certified Child Abuse Pediatrician**

Medical Director and primary examiner of referred children

Years of Experience in Evaluating Child Abuse and Neglect Cases: 7

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Chadwick Conference 2013, 2015 and 2016; NCAC Conference 2014; Shaken Baby Conference 2014; Lurie Children's Child Abuse Conference 2012, 2013, 2014

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive,

Number of children evaluated last year:

Sexual Abuse: 66

Physical Abuse: 19

Neglect: 2

Other Maltreatments: 0

Services Provided: Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services: Genitoanal Exam with Image Capture

Evaluate Children: Two Rivers CAC, Anna, IL

Inpatient or Outpatient: Outpatient Only

Mailing Address: 1155 E Vienna

PO Box 179

Anna, IL 62906

Email Address: kswafford@siumed.edu

Hospital Affiliations: Memorial Hospital of Carbondale; Union County Hospital

Counties Served: Same as Program - Alexander, Effingham, Franklin, Gallatin, Hardin, Jackson, Johnson, McLean, Marion, Massac, Perry, Pope, Pulaski, Randolph, Richland, Saline, Union, Wabash, White, Williamson

Other:

How many times testified in court on child abuse matters: 20+

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court:

If willing to provide education to others, presentation topics include: Child Abuse - physical, neglect, sexual both for medical providers as well as social work, law enforcement, etc. General community presentations re child abuse.

Rachel A. Winters M.D.

Clinician examiner

Years of Experience in Evaluating Child Abuse and Neglect Cases: 9

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Chadwick Center Symposia on Child Maltreatment in January or 2015: CMRN one day seminar 11/2014, 11/2013, 11/2015

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 11

Physical Abuse: 2

Neglect: 0

Other Maltreatments: No Response

Services Provided: Paper Consultations (Record Reviews), Colleague Consultations

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: My office which is located at:

2111 Lexington Ave, Suite 3

Lawrenceville, IL 62439

Inpatient or Outpatient: Outpatient Only

Mailing Address: Same as above

Email Address: rachelawinters@gmail.com

Hospital Affiliations: Lawrence County Memorial Hospital

Counties Served: Clay, Crawford, Edwards, Lawrence, Richland, Wabash, White

Other:

How many times testified in court on child abuse matters: Twice

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Division Of Child Protective Services
Chicago Children's Advocacy Center and Stroger Hospital

Clinic Address: Stroger Hospital Chicago Children's Advocacy Center
1901 W. Harrison 1240 S. Damen
Chicago, IL 60612 Chicago, IL 60608

Mailing Address: SAME

Phone Number: (312)864-4140

Fax Number: (312)864-9629

Program Website:

Program Email: mlorand@cookcountyhhs.org

Regular Business Hours: M-F 8-5 On call after hours and weekends

Medical Providers: Marjorie Fujara, MD, FAAP
Emily Siffermann, MD, FAAP

Professional Staff: Lis Vargas, Adm Asst
Brenda Chandler, MSW
LaShawn Blanks, RN
Tela Elzy, MA

Hospital Affiliations: Stroger Hospital of Cook County

CAC Affiliations: Chicago Children's Advocacy Center

Peer Review: MWRCAC

Counties Served: Cook

REFERRALS:

Phone Number: (312)864-4140

Handled By: Adm Asst or clerk

Children Ages: 0-18 years **Sex:** Male & Female **Inpatient or Outpatient:** Inpatient and Outpatient

Referral Process Description: No Response

Referrals outside of regular business hours: No Response

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews, Evaluation of Images in Child Pornography

Exam-Specific Services: Genitoanal Exam with Image Capture, Photo Documentation of Physical Findings

Marjorie Fujara MD, FAAP

Interim Chair of the Division of Child Protective Services at Stroger Hospital and
Interim Medical Director, Chicago Children's Advocacy Center

Years of Experience in Evaluating Child Abuse and Neglect Cases: 15

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive

Number of children evaluated last year:

Sexual Abuse: 300

Physical Abuse: 500

Neglect: 100

Other Maltreatments: No Response

Services Provided: Follow-Up Clinic, Second Opinions, Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Stroger Hospital and Chicago CAC

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 1900 W. Polk Street, 11th Floor
Chicago, IL 60612

Email Address: mfujara@cookcountyhhs.org

Hospital Affiliations: Stroger Hospital

Counties Served: Cook

Other:

How many times testified in court on child abuse matters: >100

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Sexual Abuse, Physical Abuse, Adverse Childhood Experiences Study & Toxic Stress, Corporal Punishment

Dr. Emily Siffermann, MD

Board Certified Child Abuse Pediatrician

Years of Experience in Evaluating Child Abuse and Neglect Cases:

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse:

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years:

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse,

Number of children evaluated last year:

Sexual Abuse:

Physical Abuse:

Neglect:

Other Maltreatments:

Services Provided: Evaluation of Images in Child Pornography, Foster Care Screens, Follow-Up Clinic, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: 1-) Stroger Hospital of Cook County

2-) Community Clinics ACHN

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Division of Child Protective Services/Dept. of Pediatrics

John H. Stroger, Jr. Hospital of Cook County

Administration Building

1900 W. Polk Street, 11th Floor

Chicago, IL 60612

Email Address:

Hospital Affiliations:

Counties Served: Same as Program, Cook, Stephenson

Other:

How many times testified in court on child abuse matters:

Testified on such matters in the last year:

Certified as an expert in child abuse in Court:

If willing to provide education to others, presentation topics include:

MERIT

Clinic Address: 2300 N. Rockton Ave. , Rockford, IL 61106

Mailing Address: Same

Phone Number: (815)971-2727

Fax Number: (815)971-9813

Program Website:

Program Email: skrueg4@uic.edu

Regular Business Hours: M-F 8am-5pm

Medical Providers: Dr. Raymond Davis-Medical Director & Provider
Shannon Krueger APN,CPNP-Provider

Professional Staff: Cecelia Powell-Program Coordinator/Case manager
Joanna Deuth-Program Coordinator/Case manager

Hospital Affiliations: Rockford Memorial Hospital; Swedish American Hospital; St Anthony OSF

CAC Affiliations: Carrie Lynn Children's Center; Tyler's Justice Center; Family Service Agency's Children's Advocacy Center of Dekalb County; Lake County Adv. Center; Kane County Child Adv. Center; Shining Star Children's Center; Child Adv. Center of McHenry County; April House; DuPage County Children's Adv. Center

Peer Review: Midwest Regional Children's Advocacy Center-monthly medical peer review

Counties Served: Boone, Carroll, DeKalb, Jo Daviess, Kane, Kendall, Lake, Lee, McHenry, Ogle, Stephenson, Whiteside, Winnebago

REFERRALS:

Phone Number: (815)971-2726

Handled By: Joanna Deuth and Cecelia Powell

Children Ages: 0-18 years **Sex:** Male & Female **Inpatient or Outpatient:** Inpatient and Outpatient

Referral Process Description: No Response

Referrals outside of regular business hours: On call after hours and/or holiday 815-971-5000. Assistance will be provided.

Referrals Accepted From: CAC, DCFS, Law Enforcement, State's Attorney's Office, Physician, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews, Evaluation of Images in Child Pornography,

Exam-Specific Services: Genitoanal Exam with Image Capture, Photo Documentation of Physical Findings

Dr. Raymond Davis MD

Medical Program Director and Provider

Years of Experience in Evaluating Child Abuse and Neglect Cases: 36

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: Board Certification in Child Abuse Pediatrics, November 2012

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Children's Memorial Hospital Annual Child Maltreatment Symposium

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 175

Physical Abuse: 73

Neglect: 10

Other Maltreatments:

Services Provided: Evaluation of Images in Child Pornography, Second Opinions, Paper Consultations (Record Reviews), Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: MERIT Clinic and Carrie Lynn Children's Center-Rockford

MERIT Clinic-Woodstock

MERIT Clinic-Geneva

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 2300 N. Rockton Ave.

Rockford, IL 61103

Email Address: raydavis@uic.edu

Hospital Affiliations: Rockford Memorial Hospital; Swedish American Hospital; OSF Hospital

Counties Served: Same as Program, Boone, Carroll, DeKalb, DuPage, Jo Daviess, Kane, Kendall, Lake, Lee, McHenry, Ogle, Stephenson, Whiteside, Will, Williamson, Winnebago

Other:

How many times testified in court on child abuse matters: 250+

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Yes

Shannon Krueger APN, CPNP

Medical Provider

Years of Experience in Evaluating Child Abuse and Neglect Cases: 2

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 175

Physical Abuse: 245

Neglect: 10

Other Maltreatments: No Response

Services Provided: Evaluation of Images in Child Pornography, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: 2300 N. Rockton Ave

Rockford, IL 61103

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 2300 N. Rockton Ave.

Rockford, IL 61103

Email Address: skrueg4@uic.edu

Hospital Affiliations: Rockford Memorial Hospital

Counties Served: Same as Program, Boone, Carroll, DeKalb, DuPage, Jo Daviess, Kane, Kendall, Lee, McHenry, Ogle, Stephenson, Whiteside, Will, Winnebago

Other:

How many times testified in court on child abuse matters: 15

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Multidisciplinary Pediatric Education and Evaluation Consortium

(MPEEC)

The Department of Children and Family Services Statewide Case Registry (SCR) generates a majority of MPEEC referrals. SCR notifies MPEEC via fax of hotline reports they receive that meet the MPEEC criteria. Generally, they provide this notification twice daily. However, their current MPEEC referral procedure only provides notification for Chicago residents that meet the MPEEC mandate criteria and not suburban residents. For the remainder of MPEEC case referrals, partner hospitals and DCFS investigators provide notification to ChicagoCAC when they have a patient or case that meets the MPEEC mandate criteria. At all times, DCFS investigators, detectives, and physicians are encouraged to clarify possible referrals with the program.

The three MPEEC case types are identified and classified based on the following criteria:

On-site case (mandated case): The child presents at Ann & Robert H. Lurie Childrens Hospital of Chicago, John H. Stroger, Jr. Hospital of Cook County, or University of Chicago Comer Childrens Hospital. The child is under three years of age. Must have at least one of the following injury types: head trauma (2/52), internal injuries (4/54), burns (5/55), bone fractures (9/59), and/or cuts, welts, and bruises (11/61). Exception: For burns (5/55) and cuts, welts, and bruises (11/61) the hospital's child abuse team must have been consulted for it to be a mandated case. MPEEC Coordinator to confirm with Hospital Personnel.

Off-site case (mandated case): The child is under three years of age. The child is a Chicago resident. The child was treated at a hospital. Must have at least one of the following injury types: head trauma (2/52), internal injuries (4/54), and/or bone fractures (9/59)

Second Opinion cases (non-mandated case): Must have at least one of the following injury types: head trauma (2/52), internal injuries (4/54), and/or bone fractures (9/59). In very specific circumstances, it is possible for burns (5/55) and cuts, welts, and bruises (11/61) to be accepted, and the request should be reviewed with the MPEEC Coordinator and a program physician. The child was treated by a hospital or private physician. There must be an inadequate or incomplete medical diagnosis related to manner of injury. Exceptions: No cases where a decision has been made regarding custody (protective or temporary) and/or in cases where a judicial decision was rendered based upon a medical opinion.

Clinic Address: Varies - Individual Providers

Mailing Address: Chicago Children's Advocacy Center, 1240 South Damen, Chicago, IL 60608

Phone Number: (312)492-3742

Fax Number: (312)733-7248

Program Website:

Program Email: mpeec@chicagocac.org

Regular Business Hours: M-F, 9:00 A.M. - 5:00 P.M.

Medical Providers: Glick, Jill, MD

Fingarson, Amanda, DO

Fujara, Marjorie, MD, FAAP

Narang, Sandeep K., MD, JD

Rosado, Norell, MD

Sifferman, Emily, MD

Professional Staff: No response

Hospital Affiliations: Ann & Robert H. Lurie Children's Hospital of Chicago, Chicago, IL; University of Chicago Hospital; John H. Stroger Jr. Hospital, Chicago, IL

CAC Affiliations: Chicago CAC

Counties Served: No Response

REFERRALS:

Phone Number: (312)492-3742

Handled By: MPEEC Case Coordinator

Children Ages: Under the age of 3 **Sex:** Male & Female **Inpatient or Outpatient:** Inpatient and Outpatient

Referral Process Description: DCFS

Referrals Accepted From: DCFS

Maltreatments Evaluated: Physical Abuse)

Services provided: Second Opinions

Exam-Specific Services: Photo Documentation of Physical Findings

MEDICAL PROVIDER(S):**FINGARSON, Amanda, DO***Examines Children at:*

Ann & Robert H. Lurie Children's Hospital of Chicago
 225 E. Chicago Ave.
 Chicago, IL 60611-2605

Mailing Address:

Ann & Robert H. Lurie Children's Hospital of Chicago
 225 E. Chicago Ave.
 Chicago, IL 60611-2605

Services Provided:

Sexual Abuse: Sexual Abuse Exams handled by Pediatric SANE in Emergency Department only. No Outpatient Clinic.

Physical Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluation; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; photo documentation

Neglect: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; medical neglect; other neglect; medical child abuse; photo documentation

Number of Children Seen Per Year: Dependent on staffing

Specialized Training Received: Fellowship in Child Abuse Pediatrics

Board Certified in Child Abuse Pediatrics? Yes

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has qualified as an expert witness in court on child abuse issues.

Marjorie Fujara MD, FAAP

Interim Chair of the Division of Child Protective Services at Stroger Hospital and
Interim Medical Director, Chicago Children's Advocacy Center

Years of Experience in Evaluating Child Abuse and Neglect Cases: 15

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive

Number of children evaluated last year:

Sexual Abuse: 300

Physical Abuse: 500

Neglect: 100

Other Maltreatments: No Response

Services Provided: Follow-Up Clinic, Second Opinions, Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Stroger Hospital and Chicago CAC

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 1900 W. Polk Street, 11th Floor
Chicago, IL 60612

Email Address: mfujara@cookcountyhhs.org

Hospital Affiliations: Stroger Hospital

Counties Served: Cook

Other:

How many times testified in court on child abuse matters: >100

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Sexual Abuse, Physical Abuse, Adverse Childhood Experiences Study & Toxic Stress, Corporal Punishment

Jill Glick, MD

Medical Director

Years of Experience in Evaluating Child Abuse and Neglect Cases: 26

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided: Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services:

Evaluate Children: University of Chicago Comer Children's Hospital

Inpatient or Outpatient: Inpatient Only

Mailing Address:

Email Address: jglick@peds.bsd.uchicago.edu

Hospital Affiliations:

Counties Served: Cook

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Narang, Sandeep K., MD, JD

Examines Children At:

Mailing Address:

Phone:

Fax:

Intakes:

Services Provided:

Sexual Abuse: Unknown

Physical Abuse: Unknown

Neglect: Unknown

Number of Children Seen Per Year:

Sexual Abuse: unknown *Physical Abuse:* Unknown *Neglect:* Unknown

Specialized Training Received: Unknown

Board Certified in Child Abuse Pediatrics? Unknown

Court Testimony Experience: Unknown

Expert Witness Experience: Unknown.

ROSADO, Norell, MD

Examines Children At:

Mailing Address:

Phone:

Fax:

Intakes:

Services Provided:

Sexual Abuse: N/A

Physical Abuse: Girls & boys, ages 0-18; inpatient & outpatient in-person evaluations; inpatient & outpatient paper consultations; colleague consultation; cuts, welts & bruises; severe head injury; burns; fractures; death review; emergency exams; photo documentation

Neglect: N/A

Number of Children Seen Per Year:

Sexual Abuse: n/a *Physical Abuse:* 100 *Neglect:* n/a

Specialized Training Received: Yes

Board Certified in Child Abuse Pediatrics? Yes

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has qualified as an expert witness in court on child abuse issues.

Dr. Emily Siffermann, MD

Board Certified Child Abuse Pediatrician

Years of Experience in Evaluating Child Abuse and Neglect Cases:

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse:

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years:

Maltreatments Evaluated: Sexual Abuse, Physical Abuse , Neglect, Failure to Thrive, Medical Child Abuse,

Number of children evaluated last year:

Sexual Abuse:

Physical Abuse:

Neglect:

Other Maltreatments:

Services Provided: Evaluation of Images in Child Pornography, Foster Care Screens, Follow-Up Clinic, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: 1-) Stroger Hospital of Cook County

2-) Community Clinics ACHN

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Division of Child Protective Services/Dept. of Pediatrics

John H. Stroger, Jr. Hospital of Cook County

Administration Building

1900 W. Polk Street, 11th Floor

Chicago, IL 60612

Email Address:

Hospital Affiliations:

Counties Served: Same as Program, Cook, Stephenson

Other:

How many times testified in court on child abuse matters:

Testified on such matters in the last year:

Certified as an expert in child abuse in Court:

If willing to provide education to others, presentation topics include:

Pediatric Resource Center (PRC)



The Pediatric Resource Center is a community-service program of the University of Illinois College of Medicine at Peoria and is affiliated with the Children's Hospital of Illinois. Established in 1993, the PRC provides direct service, expert opinion and regional education regarding child maltreatment.

Clinic Address: PRC 320 E Armstrong Ave, Peoria, IL 61603

CAC of McLean County 200 West Front Street, 5th Floor, Bloomington, IL 61701

Hygienic Institute Community Health Center 2970 Chartres St., LaSalle, IL 61301

Galesburg Clinic, Lower Level- Pediatrics 3315 N Seminary St., Galesburg, IL 61401

Mailing Address: 530 NE Glen Oak, Peoria IL 61637

Phone Number: (309) 624-9595

Fax Number: (309) 624-9694

Program Website: www.pediatricresourcecenter.org

Program Email: www.prcinfo@uicomp.uic.edu

Regular Business Hours: 8:30-5pm Monday -Friday

Medical Providers: Dr. Channing Petrak, M.D, F.A.A.P. - Medical Director

Molly Hofmann, APN, PCNS-BC, AFN-BC, SANE-P - Nurse Practitioner

Professional Staff: Stephanie Johnson - Executive Director

Kristin Lenover, LCSW; Catherine Shockley & Amanda Thomison- Case Coordinators

Hospital Affiliations: Children's Hospital of Illinois at OSF Saint Francis Medical Center, Peoria, IL;
UnityPoint Methodist Medical Center, Peoria, IL

CAC Affiliations: Advocacy Network for Children; Braveheart CAC; CAC of McLean County; The Dani-Brandon Center for Children; Knox County CAC; Macon County CAC; Peoria County CAC; Rock Island CAC; Tazewell County CAC; (All CACs in the Central Region)

Peer Review: PRC submits peer review to MyCaseReview quarterly and participates in monthly peer review with Midwest Regional Children's Advocacy Center.

Counties Served: Adams, Brown, Bureau, Calhoun, Cass, Champaign, Christian, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Franklin, Fulton, Greene, Hancock, Henderson, Henry, Iroquois, Jersey, Knox, LaSalle, Livingston, Logan, Macon, Macoupin, Marshall, Mason, McDonough, McLean, Menard, Mercer, Montgomery, Morgan, Moultrie, Peoria, Piatt, Pike, Putnam, Rock Island, Sangamon, Schuyler, Scott, Shelby, Stark, Tazewell, Vermilion, Washington, Warren, Woodford

REFERRALS:

Phone Number: (309)624-9595

Handled By: Case Coordinators

Children Ages: 0-21 years **Sex:** Male & Female

Inpatient or Outpatient: Inpatient and Outpatient

Referral Process Description: PRC will provide referral services to other medical institutions when needed. PRC will make exceptions to its referral coverage area (inside Illinois) in cases of human sex trafficking.

Referrals outside of regular business hours: PRC medical providers are on call 24/7 and can be reached by calling 309-624-9595. Callers are encouraged to follow the instructions in the voicemail message.

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency, Other (Referrals accepted from all entities and persons)

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect, Other (Genital Concerns)

Services provided: Second Opinions, Paper Consultations (Record Review), Colleague Consultations, Death Reviews, Evaluation of Images in Child Pornography

Exam-Specific Services: Genitoanal Exam with Image Capture, Photo Documentation of Physical Findings

Molly Hofmann, APN, PCNS-BC, AFN-BC, SANE-P

Advanced Practice Nurse

Years of Experience in Evaluating Child Abuse and Neglect Cases: 6

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: Advanced Practice Forensic Nurse

Pediatric Sexual Assault Nurse Examiner

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: San Diego International Conference on Child and Family Maltreatment- attended 2013, 2014, 2015; Injury Pathology & Advanced Trauma Assessments Course @ John Hopkin's University Online Course September 2014 & December 2014, AAP Imaging of Child Abuse 2016

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 200

Physical Abuse: 30

Neglect: 5

Other Maltreatments: 8

Services Provided: Evaluation of Images in Child Pornography, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Pediatric Resource Center—530 NE Glen Oak Ave., Peoria, IL 61637

OSF St. Francis Medical Center—530 NE Glen Oak Peoria IL 61637

UPH Methodist—221 NE Glen Oak Peoria IL 61636

CAC of McLean County - 200 West Front Street, 5th Floor, Bloomington, IL 61701

Hygienic Institute Community Health Center, 2970 Chartres St. LaSalle, IL 61301

Galesburg Clinic, Lower Level-Pediatrics- 3315 N Seminary St., Galesburg, IL 61401

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Pediatric Resource Center

530 NE Glen Oak Ave

Peoria, IL 61637

Email Address: mollywh@uic.edu

Hospital Affiliations: Children's Hospital of Illinois

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: 24

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: physical abuse, sexual abuse, human trafficking, neglect

Channing Petrak, MD

Medical Director

Years of Experience in Evaluating Child Abuse and Neglect Cases: 13

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Fourteenth International Conference on Shaken Baby Syndrome/Abusive Head Trauma; PREP:CAP - An Update of Child Abuse Pediatrics; Stewards of Children; Annual Child Maltreatment Symposium Lurie Children's Hospital, 2016 Ray Helfer Society Annual Meeting

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 20

Physical Abuse: 200

Neglect: 15

Other Maltreatments: Medical Child Abuse 4

Services Provided: Evaluation of Images in Child Pornography, Second Opinions, Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews, Other - Genital Concerns not specific to sexual abuse

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Pediatric Resource Center—530 NE Glen Oak Ave., Peoria, IL 61637

OSF St. Francis Medical Center—530 NE Glen Oak Peoria IL 61637

UPH Methodist—221 NE Glen Oak Peoria IL 61636

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Pediatric Resource Center—530 NE Glen Oak Ave., Peoria, IL 61637

Email Address: cpetrak@uic.edu

Hospital Affiliations: Children's Hospital of Illinois at OSF St. Francis Medical Center; UPH Methodist

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: 85

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Identification and recognition of child abuse, Physical abuse, Sexual Abuse, Human Trafficking, Medical Child Abuse, Drug Endangered Children, Medical Neglect

Kay Saving, MD

Back-up physician when main child abuse physician not available.
Research and teaching

Years of Experience in Evaluating Child Abuse and Neglect Cases: 24

Board Certified in Child Abuse Pediatrics: Yes

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Sections on health consequences of child sexual abuse and child maltreatment during National Health Collaborative on Violence and Abuse 2012, Multiple sections on child abuse and effects in life at AAP National Conference and Exposition 2012 and 2013

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse
Number of children evaluated last year:

Sexual Abuse: <5

Physical Abuse: <5

Neglect: <5

Other Maltreatments:

Services Provided: Paper Consultations (Record Reviews)

Exam-Specific Services:

Evaluate Children: Children's hospital of Illinois, Peoria

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: Pediatric Resource Center
530 NE Glen Oak Avenue
Peoria, Illinois 61637

Email Address: kls@uic.edu

Hospital Affiliations: Saint Francis Medical Center, Peoria Illinois

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: 75-100

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

Presence St. Mary's Hospital SANE Program



Our program is based out of the Emergency Department

Clinic Address: 500 West Court Street
Kankakee, IL 60901

Mailing Address: same

Phone Number: (815)937-2100

Fax Number: (815)937-2136

Program Website:

Program Email: Christy.Alexander@PresenceHealth.org

Regular Business Hours: Scheduled & ED

Medical Providers: Christy Alexander RN,BSN,TNS,CPEN,SANE-A,SANE-P

Pediatric Emergency Care Specialist & SANE Program Coordinator

Professional Staff: Cynthia Shabazz RN,SANE; Jessica McMannimen RN,BSN,SANE

Hospital Affiliations: Presence St. Mary's Hospital

CAC Affiliations: Child Network-Bradley, IL

Peer Review: Midwest Regional CAC Medical & SANE Peer Review

Counties Served: Adams, Iroquois, Kankakee, Will, Other (All that Presence St. Mary's Hospital serves and Others upon consult)

REFERRALS:

Phone Number: (815)937-2100

Handled By: Christy Alexander

Children Ages: all **Sex:** Male & Female

Inpatient or Outpatient: Only Inpatient (Inpatient only at our facility, ALL outpatient)

Referral Process Description: Call ER (815-937-2100) and ask for Christy Alexander to be contacted regarding a referral or call cell 815-405-3852

Referrals outside of regular business hours:

Referrals Accepted From: Parent/Guardian, Relative Other Than Parent/Guardian, CAC, DCFS, Law Enforcement, State's Attorney's Office, Other Attorney, Physician, Public Guardian, Mental Health Provider, Other Community Professional/Agency

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Abuse/Neglect

Services provided: Paper Consultations (Record Review)

Exam-Specific Services: Genitoanal Exam with Image Capture, Photo Documentation of Physical Findings

Christy Alexander RN, BSN, TNS, CPEN, SANE-A, SANE-P

Pediatric Emergency Care Specialist
SANE Program Coordinator

Years of Experience in Evaluating Child Abuse and Neglect Cases: 14

Board Certified in Child Abuse Pediatrics: IAFN Board Certified SANE-A and SANE-P

Other Certifications Related to Child Abuse: Trauma Nurse Specialist(TNS); Certified Pediatric Emergency Nurse(CPEN); Pediatric Advanced Life Support (PALS)

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: 1st,2nd,& 3rd Annual Pediatric Priorities Conference 6.5 hrs each-Joliet, IL-2014, 2015, 2016; Forensic Photography & Crime Lab Training-4hrs-Joliet,IL- FEB/2016; IAFN Conference 21.5 hrs-Orlando, FL-OCT/2015; Child Abuse Dinner Symposium 2 hrs-OSF Med

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 50

Physical Abuse: 10

Neglect: 3

Other Maltreatments: No Response

Services Provided: Paper Consultations (Record Reviews)

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: Presence St. Mary's Hospital, Emergency Department, Inpatient

Inpatient or Outpatient: Both Inpatient and Outpatient

Mailing Address: 500 West Court Street
Kankakee, IL 60901

Email Address: Christy.Alexander@PresenceHealth.org

Hospital Affiliations: Presence St. Mary's Hospital

Counties Served: Ford, Iroquois, Kanakee, Will, Other (All that Presence St. Mary's Hospital serves and others upon consult)

Other:

How many times testified in court on child abuse matters: 6

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: see list above in trainings attended

Dr. Ayca O. Raif-Pediatrician

Years of Experience in Evaluating Child Abuse and Neglect Cases: 0

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 3

Physical Abuse: 10

Neglect: 10

Other Maltreatments:

Intake Phone: 217-285-9601

FAX: 217-285-9563

Services Provided: Foster Care Screens, Follow-Up Clinic, Paper Consultations (Record Reviews)

Exam-Specific Services: Genitoanal Exam (No Image Capture)

Evaluate Children: Quincy Med Group Pittsfield Affiliate

Quincy Med Group Barry Affiliate

Inpatient or Outpatient: Outpatient Only

Mailing Address: Pittsfield: 320 N. Madison Pittsfield, IL 62363

Barry: 868 Mortimer Barry, IL 62312

Email Address: araif@quincymedgroup.com

Hospital Affiliations: Illini Community Hospital

Counties Served: Adams, Brown, Calhoun, Pike

Other:

How many times testified in court on child abuse matters: Few times

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: Testified in court as an expert.

If willing to provide education to others, presentation topics include: No Response

Careyana Brenham, MD

Medical Examiner (Children are referred for evaluation.)

Years of Experience in Evaluating Child Abuse and Neglect Cases: 13

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: Basic Medical Training Academy Certificate: Board Certified in Family Medicine

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Champions for Children (presented) : Child Death Review Symposium (attended): ABC South Conference (presented & coordinator) : Midwest Regional National Peer Review (presented and attended)

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect, Failure to Thrive

Number of children evaluated last year:

Sexual Abuse: 100

Physical Abuse: 5

Neglect: 5

Other Maltreatments: N/A

Services Provided: Evaluation of Images in Child Pornography, Foster Care Screens, Paper Consultations (Record Reviews), Death Reviews

Exam-Specific Services: Forensic Evidence Collection, Genitoanal Exam with Image Capture

Evaluate Children: SIU Family & Community Medicine Center / FQHC

Inpatient or Outpatient: Outpatient Only

Mailing Address: 520 North 4th St
PO Box 19670
Springfield, IL 62794

Email Address: cbrenham@siumed.edu

Hospital Affiliations: Memorial Medical Center : St John's Hospital

Counties Served: Same as Program, Cass, Christian, Logan, Macon, Macoupin, Mason, Menard

Other:

How many times testified in court on child abuse matters: 15

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: Child Sexual Abuse Examinations

Tracy Lower, MD

Years of Experience in Evaluating Child Abuse and Neglect Cases: 25

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: Child Death Review Team Symposia

The San Diego International Conference on Child and Family Maltreatment

Maltreatments Evaluated: Physical Abuse, Neglect, Failure to Thrive, Medical Child Abuse

Number of children evaluated last year:

Sexual Abuse: 0

Physical Abuse: 25

Neglect: 30

Other Maltreatments:

Services Provided: Paper Consultations (Record Reviews), Colleague Consultations, Death Reviews

Exam-Specific Services:

Evaluate Children: St. John's Children's Hospital

Springfield, IL

Inpatient or Outpatient: Inpatient Only

Mailing Address: 415 North 9th Street

PO Box 19635

Springfield, IL 62794-9635

Email Address: tlower@siumed.edu

Hospital Affiliations: St. John's Children's Hospital

Counties Served: Same as Program

Other:

How many times testified in court on child abuse matters: 25

Testified on such matters in the last year: Yes

Certified as an expert in child abuse in Court: Yes

If willing to provide education to others, presentation topics include: No Response

MILLER, Thomas H., MD

SIU Quincy Family Practice Center

Clinic Address:

Quincy Family Practice Center
612 North 11th Street
Suite B
Quincy, IL 62301

Mailing Address:

Same

Phone: 217.224.9484

FAX: 217.224.9739

EMAIL: tmiller@siumed.edu

Support Staff: Jessica, Tawnya, Kris (All LPNs)

Business Hours: M-F, 9:00 AM - 5:00 PM

Hospital Affiliation: Blessing Hospital, Quincy, IL

CAC Affiliation: Advocacy Network for Children

Outreach Clinic: None

Services Provided:

Sexual Abuse: Girls & boys, all ages; outpatient in-person evaluations

Physical Abuse: N/A

Neglect: N/A

Counties Served: Adams

Referrals Accepted From: CAC

Approximate Number of Children Seen Per Year:

Sexual Abuse: 6 **Physical Abuse:** 0 **Neglect:** 0

Specialized Training Received: Not Given

Board Certified in Child Abuse Pediatrics? No

Court Testimony Experience: Has testified in court on child abuse issues.

Expert Witness Experience: Has not qualified as an expert witness in court on child abuse issues.

Bonnie Summers, CPNP

Years of Experience in Evaluating Child Abuse and Neglect Cases:

Board Certified in Child Abuse Pediatrics:

Other Certifications Related to Child Abuse: No Response

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect

Number of children evaluated last year:

Sexual Abuse: 7

Physical Abuse: 23

Neglect: 8

Other Maltreatments: No Response

Services Provided: Paper Consultations (Record Reviews), Colleague Consultations,

Exam-Specific Services: Genitoanal Exam (No Image Capture)

Evaluate Children: Mother and Child Center

6000 Bond Ave.

Centreveille, IL 62207

Inpatient or Outpatient: Outpatient Only

Mailing Address: same as above

Email Address: bsummers@sihf.org

Hospital Affiliations: none

Counties Served: No Response

Other:

How many times testified in court on child abuse matters: 0

Testified on such matters in the last year:

Certified as an expert in child abuse in Court:

If willing to provide education to others, presentation topics include: No Response

Beth D Wilson

Years of Experience in Evaluating Child Abuse and Neglect Cases: 0

Board Certified in Child Abuse Pediatrics: No

Other Certifications Related to Child Abuse: RN,SANE

Specialized Trainings/Conferences/Symposia on Issues Related to Child Abuse and Neglect attended in the past 3 years: No Response

Maltreatments Evaluated: Sexual Abuse, Physical Abuse, Neglect

Number of children evaluated last year:

Sexual Abuse: No Response

Physical Abuse: No Response

Neglect: No Response

Other Maltreatments: No Response

Services Provided:

Exam-Specific Services: Forensic Evidence Collection

Evaluate Children: Fairfield Memorial Hospital

Inpatient or Outpatient: Outpatient Only

Mailing Address: 1014 Co Rd 2025 E

Fairfield, IL 62837

Email Address: bethrnsane@yahoo.com

Hospital Affiliations: Fairfield Memorial Hospital

Counties Served: Wayne

Other:

How many times testified in court on child abuse matters: No Response

Testified on such matters in the last year: No

Certified as an expert in child abuse in Court: No

If willing to provide education to others, presentation topics include: No Response

OFFICES OF THE
DEPARTMENT OF CHILDREN & FAMILY SERVICES

DCFS CENTRAL OFFICES

406 East Monroe Street
Springfield, IL 62701
Phone: 217.785.2509

JRTC
100 West Randolph, 6th Floor
Chicago, IL 60601
Phone: 312.814.6800

DCFS REGIONAL OFFICES

AURORA REGIONAL OFFICE

8 East Galena Boulevard
Suite 300
Aurora, IL 60506
Phone: 630.801.3400

CHAMPAIGN REGIONAL OFFICE

2125 South 1st Street
Champaign, IL 61820
Phone: 217.278.5500

COOK COUNTY REGIONAL OFFICES

Central Cook Co. Regional Office

Eisenhower Tower
1701 South First Avenue
Maywood, IL 60153
Phone: 708.338.6600

North Cook Co. Regional Office

1911 South Indiana
Chicago, IL 60616
Phone: 312.808.5000

South Cook Co. Regional Office

6201 South Emerald
Chicago, IL 60621
Phone: 773.371.6000

EAST ST. LOUIS REGIONAL OFFICE

10 Collinsville Avenue
East St. Louis, IL 62201
Phone: 618.583.2100

MARION REGIONAL OFFICE

2309 West Main Street
Marion, IL 62959
Phone: 618.993.7100

PEORIA REGIONAL OFFICE

5415 North University St., Suite 103
Peoria, IL 61614
Phone: 309.693.5400

ROCKFORD REGIONAL OFFICE

200 South Wyman Street
Floor 2
Rockford, IL 61101
Phone: 815.987.7640

SPRINGFIELD REGIONAL OFFICE

4500 South 6th Street Road
Springfield, IL 62706
Phone: 217.786.6830

DCFS FIELD OFFICES (By County)

ADAMS COUNTY

107 North Third Street
Quincy, IL 62301
Phone: 217.221.2525

ALEXANDER COUNTY

1315 Washington
Cairo, IL 62914
Phone: 618.734.0858

CHAMPAIGN COUNTY

508 South Race Street
Urbana, IL 61801
Phone: 217.278.5400

CHRISTIAN COUNTY

115 West Bidwell Street
Taylorville, IL 62568
Phone: 217.824.9649

CLINTON COUNTY

559 12th Street
Carlyle, IL 62231
Phone: 618.594.4541

COLES COUNTY

825 18th Street
Charleston, IL 61920
Phone: 217.348.7661

COOK COUNTY

1026 S. Damen Ave.
Chicago, IL 60612
Phone: 312.793.8527

6201 South Emerald
Chicago, IL 60621
Phone: 773.371.6000

1911 South Indiana
Chicago, IL 60616
Phone: 312.808.5000

15115 South Dixie Highway
Harvey, IL 60426
Phone: 708.210.2800

1755 Lake Cook Rd.
Deerfield, IL 60015
Phone: 847.948.6700

Chicago Children's Advocacy Center
1240 South Damen Avenue
Chicago, IL 60608
Phone: 312.492.3700

DEKALB COUNTY

760 Peace Road
DeKalb, IL 60115
Phone: 815.787.5300

DUPAGE COUNTY

800 Roosevelt Road, Bldg. D #10
Glen Ellyn, IL 60137
Phone: 630.790.6800

EFFINGHAM COUNTY

401 West Industrial Avenue, Suite B
Effingham, IL 62401
Phone: 217.347.5561

FULTON COUNTY

45 East Side Square, Suite 200
Canton, IL 61520
Phone: 309.647.0051

JACKSON COUNTY

1210 Hanson Street
Murphysboro, IL 62966
Phone: 618.687.1733

JEFFERSON COUNTY

321A Withers Drive
Mt. Vernon, IL 62864
Phone: 618.244.8400

DCFS FIELD OFFICES (BY COUNTY)

JERSEY COUNTY

108 South State
Jerseyville, IL 62052
Phone: 618.498.9561

KANE COUNTY

595 South State Street
Elgin, IL 60123
Phone: 847.888.7620

KANKAKEE COUNTY

505 South Schuyler
Kankakee, IL 60901
Phone: 815.939.8140

KNOX COUNTY

467 East Main
Galesburg, IL 61401
Phone: 309.342.3154

LAKE COUNTY

500 North Greenbay
Waukegan, IL 60085
Phone: 847.249.7800

LASALLE COUNTY

1580 1st Avenue
Ottawa, IL 61350
Phone: 815.433.4371

LOGAN COUNTY

405 North Limit Street
Lincoln, IL 62656
Phone: 217.735.4402

MACON COUNTY

2900 North Oakland Avenue, B
Decatur, IL 62526
Phone: 217.875.6750

MACOUPIN COUNTY

1022 North High Street
Carlinville, IL 62626
Phone: 217.854.2566

MADISON COUNTY

200 North Center Drive
Alton, IL 62002
Phone: 618.466.7014

1925 Madison Avenue
Granite City, IL 62040
Phone: 618.876.8985

1407 Vaughn Road
Wood River, IL 62095
Phone: 618.259.8400

MASSAC COUNTY

200 West 5th Street
Metropolis, IL 62960
Phone: 618.524.2428

McHENRY COUNTY

113 Newell Street
Woodstock, IL 60098
Phone: 815.338.1068

McLEAN COUNTY

401 Brown Street
Bloomington, IL 61701
Phone: 309.828.0022

MORGAN COUNTY

46 North Central Park Plaza
Jacksonville, IL 62650
Phone: 217.479.4800

PEORIA COUNTY

2001 NE Jefferson
Peoria, IL 61603
Phone: 309.671.7900

RANDOLPH COUNTY

202 West Jackson
Sparta, IL 62286
Phone: 618.443.4317

DCFS FIELD OFFICES (BY COUNTY)

RICHLAND COUNTY

1408 Martin Street
Olney, IL 62450
Phone: 618.393.2979

ROCK ISLAND COUNTY

500 42nd Street, Suite 5
Rock Island, IL 61201
Phone: 309.794.3500

SALINE COUNTY

324 East Raymond
Harrisburg, IL 62946
Phone: 618.253.7604

SANGAMON COUNTY

1124 North Walnut St.
Springfield, IL 62702
Phone: 217.782.4000

ST. CLAIR COUNTY

1220 Centreville Avenue
Belleville, IL 62220
Phone: 618.257.7500

STEPHENSON COUNTY

1826 South West Ave.
Freeport, IL 61032
Phone: 815.235.7878

UNION COUNTY

108 Denny Industrial Drive
Anna, IL 62906
Phone: 618.833.4449

VERMILION COUNTY

401 North Franklin
Danville, IL 61832
Phone: 217.443.3200

WHITESIDE COUNTY

2607 Woodlawn Road, Suite 3
Sterling, IL 61081
Phone: 815.625.7594

WILL COUNTY

1619 West Jefferson
Joliet, IL 60435
Phone: 815.730.4000

WILLIAMSON COUNTY

107 Airway Drive
Marion, IL 62959
Phone: 618.993.8639

WINNEBAGO COUNTY

200 South Wyman Street, Floor 2
Rockford, IL 61101
Phone: 815.987.7640

CHILDREN'S ADVOCACY CENTERS

NATIONAL CHILDREN'S ALLIANCE STATE CHAPTER OFFICE

CHILDREN'S ADVOCACY CENTERS OF ILLINOIS

400 S. 9th St., Suite 203

Springfield, IL 62701

Phone: 217.528.2224

FAX: 217.528.3834

www.cacionline.org

Executive Director: Ms. Billie Larkin

E-Mail: billie@cacionline.org



CHILDREN'S ADVOCACY CENTERS

ADVOCACY NETWORK FOR CHILDREN (ACCREDITED)

531 Hampshire, 2nd Floor

Quincy, IL 62301

Phone: 217.223.2272

FAX: 217.223.6791

Web: www.advonet.org

Email: chetzler@advonet.org

Executive Director: Clairice Hetzler

Counties Served: Adams, Brown, Cass, Hancock, McDonough, Morgan, Pike, Schuyler, Scott

Additional Locations: Pittsfield, Carthage, Rushville, Mt. Sterling, Beardstown, Macomb,
Jacksonville

ALL OUR CHILDREN'S ADVOCACY CENTER (ACCREDITED)

8651 South 79th Avenue

Justice, IL 60458

Phone: 708.233.1176

FAX: 708.594.1408

Web: www.aocac.org

Email: danielleb.cacswss@gmail.com

Executive Director: Danielle Butts

Counties Served: Cook County, District 5

AMY SCHULZ CHILD ADVOCACY CENTER, INC. (ACCREDITED)

500 Fairfield Road

Mt. Vernon, IL 62864

Phone: 618.244.2100

FAX: 618.244.9283

Web: www.theamycenter.mvn.net

Email: amycenter90@hotmail.com

Executive Director: Ladonna Richards

Counties Served: Clay, Clinton, Hamilton, Jefferson, Marion, Washington, Wayne

APRIL HOUSE CHILDREN'S ADVOCACY CENTER (Accredited)

501 North Madison

Morrison, IL 61270

Phone: 815-772-5286

FAX:

Email: JHager958@gmail.com

Executive Director: Johanna Hager

Counties Served: Whiteside

BRAVEHEART CHILDREN'S ADVOCACY CENTER (ACCREDITED)

292 South East Road, Suite A
Cambridge, IL 61238
Phone: 309.937.5663
FAX: 309.937.5665
Web: www.braveheartcac.org
Email: jackie@braveheartcac.org
Executive Director: Jackie Diediker
Counties Served: Bureau, Henry, Marshall, Putnam, Stark
Additional Locations: Lacon, Princeton

CARRIE LYNN CHILDREN'S CENTER (ACCREDITED)

826 North Main Street
Rockford, IL 61103
Phone: 815.319.4150
FAX: 815.319.4151
Web: www.carrie-lynn.org
Email: kpomahac@carrie-lynn.org
Executive Director: Kathy Pomahac
Counties Served: Boone, Winnebago

CHAMPAIGN COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

201 West Kenyon Road, Suite 1
Champaign, IL 61820
Phone: 217.384.1266
FAX: 217.344.1214
Web: www.co.champaign.il.us/CAC
Email: cacmail@co.champaign.il.us ; aaime@co.champaign.il.us
Director: Adelaide Aime
Contact: Counties Served: Champaign

CHICAGO CHILDREN'S ADVOCACY CENTER (ACCREDITED)

1240 South Damen Ave.
Chicago, IL 60608
Phone: 312.492.3700
FAX: 312.492.3760
Web: www.chicagocac.org
Email: crivette@chicagocac.org
Executive Director: Char Rivette
Counties Served: Cook County, District 1, City of Chicago

CHILD ADVOCACY CENTER OF McHENRY COUNTY, INC. (ACCREDITED)

1780 South Eastwood Drive
Woodstock, IL 60098
Phone: 815.334.9597
FAX: 815.334.9598
Web: www.mchenrycac.org
Email: mmarinier@mchenrycac.org
Director: Misty Marinier
Counties Served: McHenry

CHILD NETWORK (ACCREDITED)

171 N. West Avenue, Suite 1
Bradley, IL 60915
Phone: 815.936.7372
FAX: 815.936.9829
Web: www.childnetwork.org
Email: kjackson@childnetwork.org
Director: Kristin Jackson
Counties Served: Kankakee

CHILDREN'S ADVOCACY CENTER OF EAST CENTRAL ILLINOIS (ACCREDITED)

616 Sixth Street
Charleston, IL 61920
Phone: 217.345.8250
FAX: 217.345.8256
Web: www.caceci.org
Email: childadvocacy@consolidated.net
Executive Director: Pam Riddle
Counties Served: Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, Shelby

CHILDREN'S ADVOCACY CENTER OF McLEAN COUNTY

(ACCREDITED) 200 West Front Street, 5th Floor
Bloomington, IL 61701
Phone: 309.888.5656
FAX: 309.888.4969
Web: www.mcleancpn.org
Email: judy.brucker@mcleancountyil.gov
Director: Judy Brucker
Counties Served: DeWitt, Livingston, McLean
Additional Locations: Clinton, Pontiac

CHILDREN'S ADVOCACY CENTER OF NORTH & NORTHWEST COOK COUNTY (ACCREDITED)

640 Illinois Boulevard
Hoffman Estates, IL 60169
Phone: 847.885.0100
FAX: 847.885.0187
Web: www.cachelps.org
Email: mparr@cachelps.org
Executive Director: Mark Parr
Counties Served: Cook County, Districts 2 & 3
Additional Location: Northbrook

DANI-BRANDON CENTER FOR CHILDREN (ACCREDITED)

1521 North LaSalle Street
Ottawa, IL 61350
Phone: 815.433.0411
FAX: 815.433.1120
Web: www.lasallecountycac.org
Email: lasallecacdirector@mchsi.com
Executive Director: Laurie McLaughlin
Counties Served: LaSalle

JEANINE NICARICO CHILDREN'S ADVOCACY CENTER (ACCREDITED)

422 North County Farm Road
Wheaton, IL 60187
Phone: 630.407.2750
FAX: 630.407.2751
Email: Pat.Dempsey@dupageco.org
Director: Pat Dempsey
Counties Served: DuPage

FAMILY SERVICE AGENCY'S CHILDREN'S ADVOCACY CENTER OF DeKALB COUNTY (ACCREDITED)

14 Health Services Drive
DeKalb, IL 60115
Phone: 815.758.8616
FAX: 815.758.7569
Web: www.fsadekalbcounty.org/#!cac/cucs
Email: hpeifer@fsadekalbcounty.org
Executive Director: Holly Peifer
Counties Served: DeKalb

THE GUARDIAN CENTER, INC. (ACCREDITED)

1124 Oak Street

Carmi, IL 62821

Phone: 618.382.8247

FAX: 618.384.2407

Web: www.theguardiancenter.org

Email: swoodham@theguardiancenter.org

Director: Sheryl Woodham

Counties Served: Crawford, Edwards, Gallatin, Lawrence, Richland, Saline, Wabash, White

Additional Location: Harrisburg, Robinson (Healing Harbor CAC Project)

HEALING HARBOR CAC PROJECT

1108 N Allen

Robinson, IL 62454

Phone: 618-262-1609

Web: www.healingharborcac.org

Email: Teresa@healingharborcac.org

Project Director: Teresa Miller

KANE COUNTY CHILD ADVOCACY CENTER (ACCREDITED)

427 West Campbell Street

Geneva, IL 60134

Phone: 630.208.5160

FAX: 630.208.5159

Web: www.friendsofkcac.org

Email: breedebra@co.kane.il.us ; kanecac@co.kane.il.us

Executive Director: Deb Bree

Counties Served: Kane

KNOX COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

311 East Main Street, Suite 607

Galesburg, IL 61401

Phone: 309.344.8416

FAX: 309.344.0294

Web: www.paladincac.org

Email: director@paladincac.org

Director: Judy Guenseth

Counties Served: Henderson, Knox, Warren

Additional Location: Monmouth

LAKE COUNTY CHILDREN'S ADVOCACY CENTER (ASSOCIATE)

123 North O'Plaine Road

Gurnee, IL 60031

Phone: 847.377.3155

FAX: 847.360.6850

Web: www.lcsao.org/about-us/childrens-advocacy-center

Email: lnotson@lakecountyil.gov

Director: Laura Notson

Counties Served: Lake

LARABIDA CHILDREN'S ADVOCACY CENTER (ACCREDITED)

200 Lakewood Boulevard

Park Forest, IL 60466

Phone: 708.481.9799 x232

FAX: 708.481.9951

Web: www.larabida.org

Email: mwest@larabida.org

Coordinator of Investigation, Advocacy and Support Services: Myra West

Counties Served: Cook County, District 6

THE CHILD 1ST CENTER (PREVIOUSLY MACON COUNTY CHILD ADVOCACY CENTER (ACCREDITED))

800 E Clay Street

Decatur, IL 62522

Phone: 217.422.6294

FAX: 217.422.6590

Web: www.child1stcenter.org

Email: mccac4kids@aol.com

Director: Jean Moore

Counties Served: Macon, Piatt

MADISON COUNTY CHILD ADVOCACY CENTER (ACCREDITED)

101 East Edwardsville Road

Wood River, IL 62095

Phone: 618.296.5390

FAX: 618.296.5380

Web: www.madco-cac.org

Email: crcohan@co.madison.il.us

Executive Director: Carrie Cohan

Counties Served: Bond, Madison

MERCER COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

110 NW Third Avenue

Aledo, IL 61231

Phone: 309.582.7233

FAX: 309.582.5675

Web: www.mcfcc.com

Email: marla@mcfcc.com

Executive Director: Marla Reynolds

Counties Served: Mercer

NEW BEGINNINGS CHILDREN'S ADVOCACY CENTER (DEVELOPING)

320 S. Locust St.

Carlinville, IL 62626

Phone: 217.854.3166

FAX: 217.954.3778

Email: TriciaU@macmhc.org

Executive Director: Tricia Ulery

Counties: Calhoun, Greene, Jersey, Macoupin, soon Montgomery

PEORIA COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

501 East Gift Avenue
Peoria, IL 61603
Phone: 309.669.2900
FAX: 309.669.2910
Web: www.peoriacounty.org/cac
Email: CAC@peoriacounty.org ; swatson@peoriacounty.org
Executive Director: Sharon Watson
Counties Served: Peoria

PERRY-JACKSON CHILD ADVOCACY CENTER (ACCREDITED)

Physical: 5512 State Route 154
Mailing: PO Box 155
Pinckneyville, IL 62274
Phone: 618.357.2990
FAX: 618.357.2280
Web: www.perryjacksoncac.org
Email: bettimucha@frontier.com ; perryjacksoncac@frontier.com
Executive Director: Betti Mucha
Counties Served: Jackson, Perry

PROVISO CHILDREN'S ADVOCACY CENTER (ACCREDITED)

1820 South 25th Avenue
Broadview, IL 60155
Phone: 708.338-3806 ext. 5599
FAX: 708.681.9496
Email: Bonnie.Fries@presencehealth.org
Director: Bonnie Fries
Counties Served: Cook County, District 4

ROCK ISLAND COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

734 20th Street
Rock Island, IL 61201
Phone: 309.794.6451
FAX: 309.794.6571
Email: cfisher13@sbcglobal.net ; riccac@sbcglobal.net
Executive Director: Cindy Fisher
Counties Served: Rock Island

SANGAMON COUNTY CHILD ADVOCACY CENTER (ACCREDITED)

1001 East Monroe Street
Springfield, IL 62703
Phone: 217.522.2241
FAX: 217.522.2360
Web: www.co.sangamon.il.us/departments/a-c/child-advocacy-center
Email: shirleyj@co.sangamon.il.us
Executive Director: Shirley Johnson
Counties Served: Christian, Logan, Menard, Sangamon
Additional Locations: Lincoln

SHINING STAR CHILDREN'S ADVOCACY CENTER (ACCREDITED)

215 East First Street, Suite 110
Dixon, IL 61021
Phone: 815.284.1891
FAX: 815.284.0761
Web: www.shiningstarcac.org
Email: shiningstarcac@yahoo.com
Director: Shelly Brantley
Counties Served: Lee, Ogle

ST. CLAIR COUNTY CHILD ADVOCACY CENTER (ACCREDITED)

300 West Main Street, Suite 3
Belleville, IL 62220
Phone: 618.277.1134
FAX: 618.277.4110
www.stclairchildadvocacy.org
Email: st.claircac@sbcglobal.net
Director: Carolyn Hubler
Counties Served: Monroe, Randolph, St. Clair

TAZEWELL COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

341 Buena Vista
Pekin, IL 61554
Phone: 309.347.6001
FAX: 309.347.6189
Web: www.tazewellcac.org
Email: sarah@tazewellcac.org
Director: Sarah Smith
Counties Served: Mason, Tazewell, Woodford
Additional Locations: Eureka, Havana

TWO RIVERS CHILD ADVOCACY CENTER (ACCREDITED)

109 Denny Drive
Anna, IL 62906-0467
Phone: 618.833.7470
FAX: 618.833.7579
Web: www.tworiverscac.com
Email: keads@tworiverscac.com
Director: Kendra Eads
Counties Served: Alexander, Hardin, Johnson, Massac, Pope, Pulaski, Union
Additional Location: Metropolis

TYLER'S JUSTICE CENTER FOR CHILDREN (ACCREDITED)

Physical: 400 West Front Street

Mailing: PO Box 168

Stockton, IL 61085

Phone: 815.947.6030

FAX: 815.947.6040

Web: www.tylersjusticecenter.org

Email: mlyons@aeroinc.net

Executive Director: Missy Lyons

Counties Served: Carroll, Jo Daviess, Stephenson

WILL COUNTY CHILDREN'S ADVOCACY CENTER (ACCREDITED)

57 North Ottawa, 4th Floor

Joliet, IL 60432

Phone: 815.774.4565

FAX: 815.774.4569

Web: www.willcountychildrensadvocacy.org

Email: lmilas@willcountyillinois.com

Executive Director: Lisa Morel Las

Counties Served: Will

WILLIAMSON COUNTY CHILD ADVOCACY CENTER (ACCREDITED)

501 South 14th Street

Herrin, IL 62948

Phone: 618.942.3800

FAX: 618.942.6941

Web: www.wcocac.org

Email: lbrown@wcocac.org

Executive Director: Ms. Leah Brown

Counties Served: Franklin, Williamson

Additional Location: West Frankfort

INDEX

Advocacy Network for Children	73
Alexander, Christy, RN, BSN, TNS, CPEN, SANE-A, SANE-P	61
All Our Children's Advocacy Center	73
Amy Schulz Child Advocacy Center, Inc.	73
Ann & Robert H. Lurie Children's Hospital of Chicago	9
April House Children's Advocacy Center	73
Bilka, Kristen	33
Bingham, Colleen, MD	37
Braveheart Children's Advocacy Center	74
Brenham, Careyana, MD	63
Buetow, M. Kathleen, MD	31
Care Center at Edward Hospital	16
Carle Foundation Hospital Emergency Department - SANE Program	18
Carlile, Casey, FNP	38
Carrie Lynn Children's Center	74
Champaign Children's Advocacy Center	74
Chicago Children's Advocacy Center	74
Child Abuse Safety Team Carle Foundation Hospital	22
Child Advocacy and Protective Services (CAPS) at Comer Children's Hospital	32
Child Advocacy Center of McHenry County, Inc.	75
Child Network	75
Child Protection Response Center	24
Child Protection Team at Advocate Children's Hospital - Oak Lawn	26
Child Protection Team at Advocate Children's Hospital - Park Ridge	28
Child Protection Team at Carle Clinic	30
Children's Advocacy and Protective Services (CAPS) at University of Chicago	32
Children's Medical & Mental Health Resource Network	36
Children's Advocacy Center of East Central Illinois	75
Children's Advocacy Center of McLean County	75
Children's Advocacy Center of North & Northwest Cook County	76
Cope, Noelle, APN	39
Davis, Raymond, Jr., MD	47
Dina-Brandon Center for Children	76
Division of Child Protective Services -Chicago CAC & Stroger Hospital	43
Family Service Agency's Children's Advocacy Center of DeKalb County	76
Fingarson, Amanda	10, 50
Flaherty, Emalee, MD	11
Fortin, Kristine, MD	12
Fujara, Marjorie, MD, FAAP	44, 51
Glick, Jill, MD	34, 52
Harre, Barbara, MD	25
Healing Harbor CAC Project	77
Hofmann, Molly, APN, PCNS-BC, AFN-BC, SANE-P	57

Jeanine Nicarico Children's Advocacy Center	76
Kane County Child Advocacy Center	77
Knox County Children's Advocacy Center	77
Krueger, Shannon, MSN, APN, CPNP	48
Kruger, Tracy, RN, MSN, CPNP	29
Lake County Children's Advocacy Center	77
LaRabida Children's Advocacy Center	78
Lower, Tracy, MD	64
Macon County Child Advocacy Center (now known as The Child 1st Center)	78
Madison County Child Advocacy Center	78
Mathey, Lisa, MSN, FNP-BC, SANE-A, SANE-P	13
Meeker, Chris, RN, TNS, SANE	19
Mercer County Children's Advocacy Center	78
MERIT	46
Metzler, Patty, RN, TNS, SANE-A, SANE-P, CPN	20
Miller, Thomas, MD	65
Moment, Lisa, RN, MSN, SANE-A	21
MPEEC	49
Narang, Sandeep, MD	53
New Beginnings Children's Advocacy Center	78
Pediatric Resource Center (PRC)	56
Peoria County Children's Advocacy Center	79
Perry-Jackson Child Advocacy Center	79
Petrak, Channing Smith, MD, FAAP	58
Presence St. Mary's Hospital	60
Proviso Children's Advocacy Center	79
Raif, Ayca O., MD	62
Ramaiah, Veena, MD	35
Rangala, Sangita, MD	17
Reifsteck, Brent, MD	23
Rock Island County Children's Advocacy Center	79
Rosado, Norell, MD	14, 54
Sangamon County Child Advocacy Center	79
Saving, Kay L., MD	59
Shining Star Children's Advocacy Center	80
Sifferman, Emily	55
Siffermann, Emily, MD	45
Souder, Kimberly, FNP-BC, SANE-A, SANE-P	27
St. Clair County Child Advocacy Center	80
Summers, Bonnie, CPNP, APN, PNP	40, 66
Swafford, Kathy, MD	41
Tazewell County Children's Advocacy Center	80
The Child 1st Center (Macon County Child Advocacy Center)	78

The Guardian Center, Inc.	77
Two Rivers Child Advocacy Center	80
Tyler's Justice Center for Children	81
Will County Children's Advocacy Center	81
Williamson County Child Advocacy Center	81
Wilson, Beth, RN, SANE	67
Winters, Rachel, MD	42
Zinanni, Janis, MSN, CPNP, CSANE-A, CSANE-P	15

1010-administrativeproceedingrights.pdf

**VILLAGE OF BEDFORD PARK
DEPARTMENT OF POLICE
ADMINISTRATIVE PROCEEDINGS RIGHTS**

NAME OF ACCUSED	RANK	STAR #	ASSIGNMENT
-----------------	------	--------	------------

The law provides that you are to be advised of the following:

1. Any admission made in the course of this investigation may be used as the basis for charges seeking your removal, discharge, or suspension from duty.
2. You have the right to counsel of your choosing to be present with you to advise you during this investigation, and you may consult with him as you desire.
3. You have the right to be given a reasonable amount of time to obtain counsel of your own choosing.
4. You **do not** have the right to remain silent. You have an obligation to truthfully answer questions put to you. You are advised that your statements or responses constitute an official police report.
5. If you refuse to answer questions put to you, you will be ordered by a superior officer to answer the questions.
6. If you persist in your refusal after the order has been given to you, you are advised that such refusal constitutes a violation of the rules and regulations of the Bedford Park Police Department, and will serve as a basis for which your discharge will be sought.
7. You are further advised that, by law, any admission made by you during the course of this investigation, cannot be used against you in a subsequent criminal proceeding.

The undersigned hereby acknowledges being informed of the above rights.

Signature: _____ Witness _____

**332 - PUBLIC SAFETY VIDEO
SURVEILLANCE LOG.pdf**

PUBLIC SAFETY VIDEO SURVEILLANCE LOG - 332**BEDFORD PARK POLICE DEPARTMENT**

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

DATE:

TIME:

NAME OF PERSON BEING GIVEN ACCESS:

AGENCY:

BPPD MEMBER AUTHORIZING ACCESS:

BPPD MEMBER SIGNATURE:

IDENTIFIABLE PORTION OF IMAGES VIEWED:

1010 - INFRACTION VIOLATION NOTICE.pdf

BEDFORD PARK POLICE DEPARTMENT

INFRACTION VIOLATION NOTICE – *Policy 1010*

MEMBER'S NAME – (LAST, FIRST):	BADGE #:	DIVISION:
SUPERVISOR'S NAME – (LAST, FIRST):	BADGE #:	DIVISION:
<u>CONDUCT:</u> <ul style="list-style-type: none"><input type="checkbox"/> Failure to report for duty.<input type="checkbox"/> Late reporting for duty.<input type="checkbox"/> Late reporting for roll-call.<input type="checkbox"/> Failure to report for a court assignment.<input type="checkbox"/> Late reporting for a court assignment.<input type="checkbox"/> Failure to perform a duty or assigned task.<input type="checkbox"/> Resistance or reluctance to comply with a Supervisor's lawful order.<input type="checkbox"/> Improper use of radio.<input type="checkbox"/> Out of beat without authorization.<input type="checkbox"/> Out of unit without notifying the Communications Center or a Supervisor.<input type="checkbox"/> Failure to complete a training assignment.<input type="checkbox"/> Failure to complete a monthly Police Law Institute training.<input type="checkbox"/> Failure to complete Lexipol Daily Training Bulletins.<input type="checkbox"/> Failure to submit Daily Activity Reports prior to the completion of the 28-day pay-period.<input type="checkbox"/> Failure to properly complete a criminal citation (e.g., traffic, parking, or ordinance complaint).<input type="checkbox"/> Failure to properly complete a CAPERS incident report.<input type="checkbox"/> Failure to properly complete a Traffic Crash Report.<input type="checkbox"/> Other: _____	<u>PERSONAL CONDUCT:</u> <ul style="list-style-type: none"><input type="checkbox"/> Needs a haircut or shave.<input type="checkbox"/> Failure to wear uniform in prescribed manner.<input type="checkbox"/> Soiled or un-pressed uniform.<input type="checkbox"/> Failure to keep duty weapon clean and in good order.<input type="checkbox"/> Failure to carry and maintain required equipment.<input type="checkbox"/> Other: _____ <u>EQUIPMENT:</u> <ul style="list-style-type: none"><input type="checkbox"/> Misuse of Department Equipment.<input type="checkbox"/> Failure to maintain department equipment.<input type="checkbox"/> Failure to secure department equipment.<input type="checkbox"/> Failure to make notification of deficiencies or damage to department equipment.<input type="checkbox"/> Other: _____	
<u>SUPERVISOR NOTES:</u> _____ _____ _____		
<u>NOTE:</u> You are required by policy to sign, date and return this document to the issuing supervisor immediately upon receipt. A member's signature indicates only that the officer has been advised of the violation, not whether they agree or disagree with said violation. This document is a notification only of the indicated violation. Any disciplinary action, if warranted, will be implemented in accordance with Department Policy or Collective Bargaining Agreement.		
MEMBER'S SIGNATURE:	DATE:	TIME:
SUPERVISOR SIGNATURE:	DATE:	TIME:

504 - ALCOHOL INFLUENCE REPORT (1 OF 2).pdf

Merit and Efficiency Rating Form.pdf

BEDFORD PARK POLICE DEPARTMENT

Departmental Merit and Efficiency Rating Form

Officer being rated _____ Assignment _____

In considering each of the following qualities the rating officer must bear in mind that he is to appraise accurately the value of the officer to the Department. To the right of each characteristic, there is space provided for the five varying graduations of each characteristic ranging from the highest (outstanding) to the lowest (unsatisfactory). Five (5) points are awarded for outstanding exemplification of the attribute; Four (4) points are awarded for above average display of the desired characteristic; Three(3) points are awarded for average display of the desired characteristic; Two (2) points are awarded for below average display of the desired characteristic; One (1) point is given for little or no display of the attribute.

1. Reliability (dependability)	_____	_____	_____
2. Emotional stability; exercises good judgment under stress	_____	_____	_____
3. Ability to get along with people; persuasiveness	_____	_____	_____
4. Work attitude and enthusiasm; interest in work	_____	_____	_____
5. Neatness and professional appearance	_____	_____	_____
6. Exercises good judgment	_____	_____	_____
7. Ability to communicate; oral and written	_____	_____	_____
8. Self starter; educational and professional enhancement	_____	_____	_____
9. Energy and will-to-do (Persistence and determination)	_____	_____	_____
10. Ability to lead; probable success as a supervisor	_____	_____	_____
Totals	_____	_____	_____
GRAND TOTAL	_____	_____	_____

Signature of rating officer _____ Date _____

502 - VEHICLE TOW REPORT.pdf

BEDFORD PARK POLICE DEPARTMENT
6701 S. ARCHER AVE.
BEDFORD PARK, IL 60501

708-458-3388 (Non-Emergency) www.bedfordparkpd.com
708 563-4525 (Fax) police@bedfordparkpd.com



VEHICLE TOW REPORT

PERSON	Registered Owner:		Phone No.	
	Address:			
	Why taken into custody:	<input type="checkbox"/> EVIDENCE	<input type="checkbox"/> SAFEKEEPING	
	Found/Seized By:			
	BEDFORD PARK POLICE DEPARTMENT			
	Address: 6701 S. Archer Ave., Bedford Park, IL 60501			
Reporting Officer:				

EVENT	Complaint No.				
	Incident:				
	On:				
	At:				
	In: Bedford Park, Cook County, Illinois 60501				
	Hour:	Day:	Month:	Date:	Year:

DESCRIPTION OF VEHICLE						
Make:	Model:	Year:	Body Style:	License No.:	State:	Expires:
Color:	Odometer Reading:	V.I.N. #:				
Towed By:	Towed To:	<input type="checkbox"/> Dayton (6843 W. 60 th Place, Chicago, IL) <input type="checkbox"/> Kustom (7664 W. Lawndale Ave, Summit, IL)		Signature Tow Driver: X		
Release Authorized By:		Date and Time:		Signature Person Receiving:		
DESCRIPTION OF PROPERTY (AND/OR LIST ANY VEHICLE DAMAGE)						
<input type="checkbox"/> MANDATORY INSURANCE HOLD	<input type="checkbox"/> ADMINISTRATIVE FEE APPLIES	<input type="checkbox"/> HOLD FOR POSSIBLE SEIZURE	<input type="checkbox"/> DRUG TOW	<input type="checkbox"/> D.U.I. TOW		
ADMIN. TOW FEE PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD		CASH RECEIPT #:		CREDIT CARD TRANS #:		



BEDFORD PARK POLICE DEPARTMENT



License Plate Number:		Complaint Number:	
Registered Owner Name:		Vehicle Make:	
Officer Signature:	X	Vehicle Model:	
Date:		Vehicle Color:	

604 - LINEUP ADMINSTRATOR REPORT.pdf

PRDattachment A.pdf

MEDICAL RECORDS RELEASE.pdf

**504 - ALCOHOL INFLUENCE
REPORT - PAGE TWO (2).pdf**

1020 - OUTSIDE EMPLOYMENT APPLICATION.pdf

OUTSIDE EMPLOYMENT APPLICATION - 1020**BEDFORD PARK POLICE DEPARTMENT****REQUEST TO PARTICIPATE IN SECONDARY EMPLOYMENT**

NAME:

STAR:

TITLE:

HOME ADDRESS:

TELEPHONE NUMBER:

OUTSIDE EMPLOYER:

OUTSIDE EMPLOYER ADDRESS:

TELEPHONE NUMBER:

KIND OF BUSINESS/NATURE OF WORK:

YOUR DUTIES:

RATE OF PAY:

WORK SCHEDULE/HOURS PER WEEK:

RELATIONSHIP:

☐ SELF-EMPLOYED/OWNER☐ PART OWNER☐ RELATIVE☐ NONE OF THE ABOVE

JOB IS:

☐ PERMANENT☐ TEMPORARY

START DATE:

END DATE:

OTHER WORK PERMITS YOU CURRENTLY HOLD:

☐ ALL APPLICATIONS MUST BE ACCOMPANIED BY A VILLAGE INDEMNIFICATION/HOLD HARMLESS AGREEMENT EXECUTED BY THE OUTSIDE EMPLOYER.****I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE. ANY CHANGE IN CONDITIONS AS DESCRIBED IN THIS APPLICATION MUST BE IMMEDIATELY SUBMITTED ON A NEW APPLICATION FOR APPROVAL.**

EMPLOYEE NAME PRINTED: _____ DATE: _____

EMPLOYEE SIGNATURE: _____

APPROVAL:**I CERTIFY THAT I HAVE EXAMINED THIS REQUEST CAREFULLY; THAT THE SECONDARY EMPLOYMENT WOULD NOT INTERFERE WITH THE VILLAGE WORK OF THIS EMPLOYEE AND THAT THE ABOVE STATED EMPLOYMENT WOULD NOT INVOLVE A CONFLICT OF INTEREST OR IN ANY WAY PROVIDE AN IMPROPER ADVANTAGE TO THE OUTSIDE EMPLOYER.**BY: _____
SIGNATURE – CHIEF OF POLICE

DATE: _____

317_AttorneyGeneralMissingChildInformation.pdf.url

338 - PRIVATE PERSONS ARREST.pdf

RISK ASSESSMENT - WARRANT SERVICE MATRIX.pdf

RISK ASSESSMENT – WARRANT SERVICE MATRIX
BEDFORD PARK POLICE DEPARTMENT

CASE REPORT NUMBER: _____

*To be completed by the Primary Investigating Officer.
Obtain updated criminal history before completion.
The request for tactical assistance prior to the issuance of the warrant will shorten response time.*

NAME OF OFFICER PREPARING REPORT:

DATE OF REPORT:

WARRANT LOCATION/ADDRESS:

WARRANT NUMBER:

WARRANT SERVICE MATRIX

FACTS	YES	NO	POINTS	SCORE
Search Warrant is for evidence of property crime(s):	<input type="checkbox"/>	<input type="checkbox"/>	0	
Search Warrant is for drugs:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Search Warrant is for evidence of crime against person:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Arrest Warrant is for property crime(s):	<input type="checkbox"/>	<input type="checkbox"/>	0	
Arrest Warrant is for crime against person:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Arrest Warrant is for drug possession/distribution:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Suspect has a history of property crimes ONLY:	<input type="checkbox"/>	<input type="checkbox"/>	0	
Suspect has history of crime(s) against persons (assault):	<input type="checkbox"/>	<input type="checkbox"/>	1	
Suspect has made statements regarding resisting arrest:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Suspect has history of arrest/involvement in drugs:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Suspect has violent criminal history or "Officer Cautions" on record:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Suspect has used weapons during the commission of crimes:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Service of warrant requires minimal forced entry:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Service of warrant requires use of ram, sledgehammer, etc.:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Service of warrant is a "No Knock" entry:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Location is fortified or suspect has guard dogs:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Firearms readily available at location of warrant:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject is known to carry firearms / been arrested on firearms charges:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject of warrant is believed to be armed:	<input type="checkbox"/>	<input type="checkbox"/>	5	
Multiple suspects are expected at warrant location:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject of warrant is a known gang member:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject has a history of assault or resisting offenses against police:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Subject of the warrant is believed to be involved in a SHOOTING or HOMICIDE:	<input type="checkbox"/>	<input type="checkbox"/>	5	
	TOTAL POINTS:			

- **0-14 POINTS** – Service may be handled by investigating unit with notification of appropriate command staff.
- **15-24 POINTS** – Consultation with **SWAT** Commander is required for determination of appropriate service. Command staff also notified prior to service.
- **25+ POINTS** – **SWAT** activation is required for service. All appropriate command staff is notified. **SWAT** will assume authority of service.

601 - SEIZURE PRELIMINARY WORKSHEET.pdf

**COOK COUNTY LAW ENFORCEMENT
PRELIMINARY REVIEW WORKSHEET**

Agency: BEDFORD PARK POLICE DEPARTMENT Agency Case #: _____
Contact Person: DET. LIEUTENANT LINDICH (Name/Rank/Star)
Telephone: 708-563-4508 \ 708-243-5392 \ 708-563-4525 (Desk\Cell\Fax)
Person Property Seized From: _____
Address Where Notices or Mail Will be Received: _____

Person Notice Given To: _____ (If Different)
Location Where Notice Left: _____
(Search Warrant / Other Circumstances)

Items Seized:

	Date:	Location of Seizure:	Inventory #:	Amount (USC)/Value(Property):
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Additional – Attach Separate Sheet (reference case #, Person Property seized from)

Vehicles: Make: _____ Model: _____ Year: _____ Color: _____
Vin#: _____ Condition Used for FMV Determination: _____
Driver: _____
Registered Owner: _____
Address Registration: _____
Address to Receive Notices (If Different): _____
Fair Market Value: _____ Source Used: NADA
Lien Holder: _____ Amount: _____
Lien Holder Contact Info: _____

(Narcotics/Cannabis/Meth/Pills/Other Controlled Substances): Type: _____ Weight: _____
Field Test? _____ Y/N # of Bags/Packaging/Other Distinctive Features: _____

Article 36: Basis for Seizure: _____

Please provide:

Arrest Reports	Inventories	Copy of Notice of Seizure With Signature
Case Reports	Rap Sheets	Waiver of Rights Forms/Handwritten
Supplemental Reports	Print Out of Digital Photos	Statements or Other Summary
Canine Report	Copy of SW & Complaint	

PLEASE SUBMIT THIS WORKSHEET AND ANY REPORTS AND OTHER DOCUMENTS ELECTRONICALLY-

ASAP TO: SAOASSETFORFEITURE@COOKCOUNTYIL.GOV Questions – John Karnavas

Administrative Supervisor: 312-603-5738 or Merle Shearer, Attorney Supervisor 312-603-4972

Fax: 312-603-6488

**504 - ALCOHOL INFLUENCE
REPORT - PAGE ONE (1).pdf**

**334 - SAFE HAVEN REGISTRATION
BROCHURE (SPANISH).pdf**

334 - SAB BROCHURE (ENGLISH).pdf

2017 LEXIPOL POLICY RESOLUTION.pdf

RESOLUTION NO. 17-024

**A RESOLUTION ADOPTING A CODE OF ETHICS, RULES AND REGULATIONS,
PROCEDURES AND ORDERS OF THE BEDFORD PARK POLICE DEPARTMENT.**

WHEREAS, the President and the Board of Trustees of the Village of Bedford Park, Illinois, a Home Rule Unit of Government, desire to promote the health, welfare, safety and morale of the police officers and citizens of the Village of Bedford Park, and


WHEREAS, the President and the Board of Trustees of the Village of Bedford Park, Illinois, a Home Rule Unit of Government, desire to increase cooperation and communication between the citizens and the members of the Police Department of the Village and

WHEREAS, the Board of Trustees of the Village of Bedford Park, Illinois, a Home Rule Unit of Government, desire to adopt a code of ethics, rules and regulations, procedures and orders, to encourage and maintain the foregoing purposes;

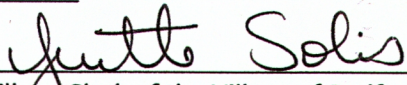
NOW THEREFORE BE IT RESOLVED, by the President and the Board of Trustees of the Village of Bedford Park, Illinois, a Home Rule Unit of Government, that the Village hereby adopt a Code of Ethics, Rules and Regulations, Procedures and Orders of the Bedford Park Police Department and said code shall read as follows:

BE IT FURTHER RESOLVED, that all portions and provisions of the Village Code of Bedford Park or any resolutions adopted by the Board of Trustees of the Village of Bedford Park that are in conflict with this resolution are hereby rescinded and this resolution is ratified and adopted upon passage by the Village Board of the Village of Bedford Park, Illinois, a Home Rule Unit of Government,

APPROVED AND ADOPTED this 1st day of June, 2017


President of the Board of Trustees
Of the Village of Bedford Park,
County of Cook, State of Illinois

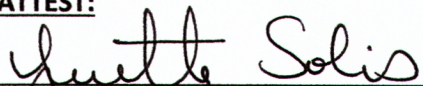
ATTEST:


Village Clerk of the Village of Bedford Park,
County of Cook, State of Illinois

The vote of the foregoing Resolution was as follows:

YEAS: 4
NAYS: 0
ABSENT: 3

ATTEST:


Village Clerk of the Village of Bedford Park,
County of Cook, State of Illinois

313 - JUVENILE CUSTODY LOG.pdf

317 - MISSING PERSON INVESTIGATION CHECKLIST.pdf

317 - MISSING PERSON CHILD CHECKLIST.pdf

313 - JUVENILE MIRANDA WARNINGS.pdf

JUVENILE NAME: _____

LOCATION OF WARNINGS: _____

DATE: _____

TIME: _____

YOUR MIRANDA RIGHTS UNDER THE LAW

- ✓ You have the right to remain silent.
- ✓ That means you do NOT have to say anything.
- ✓ Anything you do or say can be used against you in court.
- ✓ You have the right to get help from a lawyer.
- ✓ If you cannot pay for a lawyer, the court will get you one for free.
- ✓ You can ask for a lawyer at any time.
- ✓ You have the right to stop the interview at any time.

- Do you want to have a lawyer?
- Do you want to talk to me?

(JUVENILE SIGNATURE): X: _____

(JUVENILE PRINTED NAME): X: _____

WITNESS SIGNATURE: _____

DATE: _____

TIME: _____

WITNESS SIGNATURE: _____

WITNESS SIGNATURE: _____

WITNESS SIGNATURE: _____

WITNESS SIGNATURE: _____

WITNESS SIGNATURE: _____

502 - NOTIFICATION OF VEHICLE IMPOUNDMENT.pdf

Bedford Park Police Department

6701 S. Archer Ave. Bedford Park, IL 60501

NOTIFICATION OF VEHICLE IMPOUNDMENT

Date: _____

Report # _____

You are hereby given notice that a:

Year	Make	Model	Color	License Plate #
------	------	-------	-------	-----------------

Was in violation of the following Village of Bedford Park ordinance and has been impounded (per Village Code: Title 10/Chapter 21). The owner of said vehicle has a right to a Preliminary Administrative Hearing regarding the validity of the vehicle impoundment. See reverse side for further information.

- ☐ **Driving & Operating a Motor Vehicle While Intoxicated**
Vehicle was driven or in actual physical control of a person under the influence of alcohol, intoxicating compound(s), other drug(s), or any combination thereof, as defined by 625 ILCS 5/11-501.
- ☐ **Vehicle Contained Controlled Substance or Cannabis/Attempt to Solicit Drugs From Vehicle**
Vehicle was found to contain a controlled substance or cannabis, as defined in the Controlled Substance Act 720 ILCS 570/100 et. seq. and the Cannabis Control Act 720 ILCS 550-1 et. seq. or was used in the purchase, attempt to purchase, sale or attempt to sell controlled substances or cannabis.
- ☐ **Driving Without a Driver's License or While Driver's License is Suspended or Revoked**
No person shall drive or be in actual physical control of a motor vehicle within the village without a valid driver's license or when such person's driver's license, permit or privilege to drive or the privilege to obtain a driver's license or permit is revoked or suspended. This shall not apply in instances where a driver's license was validly issued to the vehicle operator but has been expired for a period of less than one (1) year.
- ☐ **Failure to Provide Proof of Vehicle Insurance**
Issuance of a citation for failure to provide valid proof of vehicle insurance and driver has a prior conviction of the same within the past 12 months.
- ☐ **Vehicle Bearing False, Stolen, or Altered State Temporary Registration**
Vehicle was operated or parked on the public way bearing a false, stolen, or altered state temporary registration permit.
- ☐ **Unlawful Firearm in Motor Vehicle**
Vehicle was found to contain an unregistered firearm, a firearm that was not disassembled into a non-functioning condition, or a firearm or ammunition for which a Firearm Owner's Identification Card is required and one is not presented.
- ☐ **Unlawful Fireworks in Motor Vehicle**
Vehicle was found to contain unlawful fireworks.
- ☐ **Vehicle Used in Course of Illegal Dumping**
Vehicle was used to dump or deposit or caused to be dumped or deposited on a lot, or parcel of real estate within the Village of Bedford Park, garbage, ashes, refuse, trash, or miscellaneous waste.
- ☐ **Fleeing or Eluding**
No motor vehicle shall be involved in an unlawful attempt to flee or elude police officers.
- ☐ **Vehicle Used in Course of Prostitution**
Vehicle was used to solicit or patronize a prostitute or to commit an act of prostitution in violation of this ordinance.
- ☐ **Sound Amplification System in Vehicle**
Vehicle was found to have a device which generated sound clearly audible to a person with normal hearing at a distance greater than 75 feet.
- ☐ **Driving with a Warrant of Court**
No person shall drive or be in actual physical control of a motor vehicle within the Village if a warrant for their arrest has been issued by a Circuit Court in Illinois or other State.
- ☐ **Other Violations**
No motor vehicle shall be used in the aiding, abetting or commission of a misdemeanor, felony or forcible felony as defined in the Illinois Criminal Code.

THIS SIGNATURE ONLY STANDS TO SIGNIFY THAT I HAVE RECEIVED A COPY OF THIS FORM. I DO NOT ADMIT OR DENY ANY FACTS REGARDING THIS INCIDENT.

Signature

Date

Printed Name

_____ Officer's Initials signifying the delivery or attempted delivery of said notification.

Under penalties as provided by law pursuant to section 1-109 of the Illinois Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct.

Signature of Arresting Officer

Village of Bedford Park
Department of Administrative Hearings
6701 S. Archer Ave.
Bedford Park, IL 60501
708-458-3388

NOTICE OF VEHICLE IMPOUNDMENT

NOTICE: ANY PERSON INTERFERING WITH AN IMPOUNDED VEHICLE
IS SUBJECT TO ARREST AND PROSECUTION.

VEHICLE RELEASE

Only the owner(s) of record (title holder(s)) of an impounded vehicle may secure the release of the vehicle. The owner of record or an authorized designee must appear in person at 6701 S. Archer Ave, Village of Bedford Park Police Department with **proof of ownership** (title or bill of sale) and a valid **identification** (driver's license or state identification card).

An impounded vehicle may be released upon payment of a \$500 administrative penalty, plus other applicable fees, plus towing and storage fees. Payment may be made by **CASH or CREDIT CARD ONLY**.

-Fees subject to change without notice-

NOTICE OF RIGHT TO A PRELIMINARY HEARING

In accordance with Ordinance 2010-1319, the owner of record (title holder) of the impounded vehicle may request a preliminary impoundment hearing to determine whether there is probable cause for impoundment. A request for preliminary hearing must be made within 15 days of the impoundment at 6701 S. Archer Ave., Bedford Park Police Department.

NOTICE OF RIGHT TO A FULL HEARING

In accordance with Ordinance 2010-1319 of the Municipal Code of the Village of Bedford Park, the owner of record (title holder) of an impounded vehicle may contest the impoundment. Within fifteen days of the impoundment, a final hearing date and time will be mailed, by certified mail, to all owners of record.

FINDING OF DEFAULT

If the owner fails to appear at the scheduled hearing, a default finding of liability will be entered and an administrative penalty, storage and towing fees, and any other applicable fees will be assessed. If the administrative penalty and other fees are not paid in full within 10 days after the expiration of the time within which judicial review of the finding of liability may be fought, the vehicle may be deemed unclaimed and sold or disposed of by the Village. This will not relieve the owner of any fees owed to the Village.

If you have questions regarding the impoundment, hearings, or forfeitures, call:

The Village of Bedford Park Police Department between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday at (708) 458-3388.

317 - MISSING PERSON CHECKLIST AUTISM.pdf

1010 - PERSONNEL COMPLAINT FORM.pdf

PERSONNEL COMPLAINT FORM - 1010

BEDFORD PARK POLICE DEPARTMENT

NAME OF COMPLAINANT:

ADDRESS:

HOME PHONE NUMBER:

CELL PHONE NUMBER:

EMAIL ADDRESS:

NATURE OF COMPLAINT: (Please include Police Department member(s) name(s), descriptions, date, time and location of the incident.)

CONTINUED ON PAGE 2 ☐ YES ☐ NO

READ BEFORE SIGNING: I UNDERSTAND THAT IT IS A VIOLATION OF 720 ILCS 5/26-1(a)(4) TO WILLFULLY MAKE A FALSE REPORT. IN THE EVENT THE REPORT IS PROVEN TO BE FALSE, THE INFORMATION MAY BE PROVIDED TO THE STATE'S ATTORNEY FOR POSSIBLE PROSECUTION.

COMPLAINANT SIGNATURE:

DATE:

TIME:

SIGNATURE OF SUPERVISOR RECEIVING:

DATE:

TIME:

BEDFORD PARK POLICE DEPARTMENT

[illegible][illegible]

TIME:

310 - DOMESTIC VIOLENCE SUPPLEMENTAL REPORT.pdf

BEDFORD PARK POLICE DEPARTMENT
DOMESTIC VIOLENCE SUPPLEMENTAL REPORT

Policy 310
Page 1 of 3

Police Department Report Number: _____
Date Incident Reported: _____
Time Incident Reported: _____

Officer: _____

Badge #: _____

INCIDENT INFORMATION

Incident Number:	Location of Incident:	Date & Time Incident Occurred:

VICTIM INFORMATION

Last Name:	First Name:	Middle Initial:
D.O.B:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> American Indian/Alaskan Native	Phone # (Home):	Phone # (Cell):
Relationship (Victim to Offender):	Victim and Offender Reside Together? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photos Taken of Victim? <input type="checkbox"/> Yes <input type="checkbox"/> No

OBSERVATIONS OF VICTIM

Victim Crying? <input type="checkbox"/> Yes <input type="checkbox"/> No	Clothing Torn? <input type="checkbox"/> Yes <input type="checkbox"/> No	Victim Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Injuries: <input type="checkbox"/> None		
Did Victim Call 911? <input type="checkbox"/> Yes <input type="checkbox"/> No	Medical Aid: <input type="checkbox"/> None <input type="checkbox"/> Rendered on Scene <input type="checkbox"/> Refused <input type="checkbox"/> Rendered w/Transport to Hospital	Agency/Ambulance #:
Victim Statement: _____ _____ _____		

OBSERVATIONS OF SCENE

Property Damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Damage:	Photos Taken of Scene? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were children present? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many present?	Ages of children present?
Children's Names: 1. _____ 2. _____	Children's Statements: _____ _____	

BEDFORD PARK POLICE DEPARTMENT
DOMESTIC VIOLENCE SUPPLEMENTAL REPORT

Policy 310
Page 2 of 3

VICTIM INTERVIEW

Has the offender ever:

- | | |
|---|--|
| <input type="checkbox"/> Hit or slapped you? | <input type="checkbox"/> Threatened to harm the Police if you call them? |
| <input type="checkbox"/> Kicked you? | <input type="checkbox"/> Threatened to kill you? |
| <input type="checkbox"/> Choked you? | <input type="checkbox"/> Threatened to kill himself or herself? |
| <input type="checkbox"/> Prevented you from seeking assistance? | <input type="checkbox"/> Fantasized about harming or killing someone? |
| <input type="checkbox"/> Threatened you with a weapon? | <input type="checkbox"/> Harmed or threatened to harm pets or other animals? |
| <input type="checkbox"/> Other: _____ | |

OFFENDER INFORMATION

Last Name:	First Name:	Middle Initial:
D.O.B:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> American Indian/Alaskan Native	Phone # (Home):	Phone # (Cell):
S.I.D.#:	Prior Conviction for? <input type="checkbox"/> Domestic Battery <input type="checkbox"/> Violation of Order of Protection	

OFFENDER OBSERVATIONS

Check all that apply:

- ☐ Angry ☐ Under the Influence ☐ Calm ☐ Threatening

Offender Statement:

ORDERS OF PROTECTION

Order of Protection?

- ☐ None ☐ Valid Order/Offender Notified ☐ Valid Order/Offender Not Notified

Valid Order #: _____

FIREARMS

Does the offender have access to firearms?

- ☐ Yes ☐ No

What type and where are they located?

Does the offender have a valid FOID card?

- ☐ Yes ☐ No

FOID # _____

WITNESSES

Name: _____ DOB: _____

Address: _____

Statement: _____

Name: _____ DOB: _____

Address: _____

Statement: _____

Name: _____ DOB: _____

Address: _____

Statement: _____

ADDITIONAL NOTES

900 - PRISONER QUESTIONNAIRE REPORT.pdf

BEDFORD PARK POLICE DEPARTMENT PRISONER QUESTIONNAIRE REPORT - 900

This report is to be completed prior to placing anyone into a detention cell.

Officer Preparing Report:

Incident Report #:

Prisoner Name:

DOB:

Age:

Sex:

Race:

Emergency
Contact:

Name:

TX:

Relation:

MEDICAL HISTORY / EMOTIONAL STATUS

- | | |
|--|--|
| 1. Do you have any medical problems? (Diabetes, Epilepsy, Heart, Blood Pressure, etc.)
If yes, describe: _____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 2. Are you being treated by a doctor for any problem?
If yes, for what? _____ Doctor's Name: _____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 3. Are you on a Doctor's prescribed medication now? If yes, what? _____
<i>(Every effort will be made to obtain enough of prescribed medication for the duration of the detention)</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 4. Are you on a special diet ordered by a licensed Doctor? If yes, what?
_____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 5. Do you have any allergies? If yes, describe: _____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 6. Do you have any physical handicaps, amputations, deformities, bruises, cuts, or injuries?
If yes, describe: _____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 7. Have you had any alcoholic drinks in the last 8 hours? If yes, how many? _____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 8. Have you taken any drugs in the last 8 hours?
If yes, what type? _____ How much? _____ | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 9. Are you currently feeling high or influenced by drugs or alcohol? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 10. Are you pregnant? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 11. Do you have any children under the age of 18 living with you who may be neglected as a result of your arrest?
<i>(If yes, Officer will explain in the incident report what follow-up actions were taken.)</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 12. Have you had any prior criminal history or contact with the Bedford Park Police Department?
<i>(If yes, Officer will check in-house database for any prior high risk behavior cautions.)</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 13. Have you ever attempted suicide?
<i>(If yes, Officer will notify the Shift Commander.)</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 14. Do you have any thoughts of suicide right now?
<i>(If yes, the prisoner must be evaluated by medical staff.)</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| 15. Are you a Foreign National? <i>(If yes, follow Consulate Notification Procedures.)</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes |

Risk Factors:

☐ Medical

☐ Escape

☐ Suicidal

☐ Violent

Check all that apply to
describe prisoner's
mental state.

☐ Alert

☐ Excitable

☐ Cooperative

☐ Oriented

☐ Confused

☐ Disoriented

☐ Belligerent

☐ Loud/Profane

☐ Quiet

☐ Combative

**1000 - PRODUCTIVITY STANDARD
JOB FUNCTION VALUES.pdf**

900 - PRISONER CUSTODY LOG.pdf

BEDFORD PARK POLICE DEPARTMENT CUSTODY LOG

Prisoner Name:				Incident Report #:			
Date:		Time in Cell:			Male / Female		
Offense:				Bond Amount:			
Special Watch:	<input type="checkbox"/> Medical	<input type="checkbox"/> Escape	<input type="checkbox"/> Suicidal	<input type="checkbox"/> Violent			
Interval:	<input type="checkbox"/> Continuous	<input type="checkbox"/> 15 Min.	<input type="checkbox"/> 30 Min.	<input type="checkbox"/> Other			
Cell#:	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> Cage 1	<input type="checkbox"/> Cage 2	<input type="checkbox"/> Cage 3
<u>Date</u>	<u>Time</u>	<u>Initials / #</u>	<u>Breakfast</u> (✓)	<u>Lunch</u> (✓)	<u>Dinner</u> (✓)	<u>Telephone</u> <u>Used</u> (✓)	<u>Notes</u>
LOG ADDITIONAL CHECKS ON REVERSE SIDE							
Released Date:				Release Time:			
Property Locker #:				R.C.O. Name / Badge:			

[illegible]

334 - SAB BROCHURE (SPANISH).pdf

304 - TASER DEVICE REPORT FORM.pdf

BEDFORD PARK POLICE DEPARTMENT



TASER DEVICE REPORT FORM - 304

Date/Time: _____ Report #: _____

Suspect Name: _____ Date of Birth: _____

Taser Serial #: _____ Cartridge Serial #: _____

Number of Cartridges Fired: _____ Number of Cycles Applied: _____

Usage (Check all that apply): ☐ Arc Display ☐ Laser Display ☐ Taser Application

Is this a dart probe contact?: ☐ Yes ☐ No Is this a drive stun contact?: ☐ Yes ☐ No

Did dart(s) penetrate the subjects skin?: ☐ Yes* ☐ No *If yes, how many?: _____

Probe(s) removed on scene?: ☐ Yes ☐ No Probe(s) removed by: _____

Medical assistance needed?: ☐ Yes ☐ No Hospital: _____

Doctor: _____ Did Taser application gain compliance?: ☐ Yes ☐ No

Description of injury: _____

Was verbal warning given prior to Taser application? ☐ Yes ☐ No (If no warning given, explain below why not.)

Suspect demeanor prior to Taser use: _____

Suspect demeanor after Taser use: _____

*** SEE REVERSE SIDE FOR APPLICATION AREAS ***

Reporting Officer/Star:	Officer Signature:	Date:	Supervisor Signature:	Date:

BEDFORD PARK POLICE DEPARTMENT



TASER DEVICE REPORT FORM - 304

APPLICATION AREAS

(Place "X's" where probes hit suspect AND "O's" where stunned.)

The diagram shows two human silhouettes, one facing forward (Front) and one facing backward (Back). Between them is a vertical list of body parts. To the left of the front silhouette is the label "Your Right Side". To the right of the back silhouette is the label "Your Right Side".

Front

Back

Neck

Shoulder

Your Left Side

Upper Back

Elbow

Lower Back

Forearm

Wrist

Hand

Knee

Foot

413 - CONDITION REPORT.pdf



BEDFORD PARK POLICE DEPARTMENT

CONDITION REPORT

Incident Number

Report To:

☐ Public Works

Fax: 708-563-4522

☐ Water Department

Fax: 708-458-6139

☐ Building Department

Fax: 708-458-2079

☐ Fire Department

Fax: 708-458-0810

☐ Other:

☐ Overhead Street Lights Out

From: _____ To: _____

Street Light Pole Number(s):

☐ Traffic Sign

☐ Stop Sign

☐ Speed Limit Sign

☐ Parking Sign

☐ Street Sign

☐ Other:

Location and problem:

☐ Fire Hydrant

Location and problem:

☐ Police Station

Location and problem:

☐ Other

Location and problem:

Faxed: ☐ YES ☐ NO Faxed By: _____ Date: _____ Time: _____ Hours.

Reporting Officer: _____ Star#: _____ Date: _____ Time: _____ Hours.

Supervisor: _____ Star#: _____

**608-609 RISK ASSESSMENT -
WARRANT SERVICE MATRIX.pdf**

RISK ASSESSMENT – WARRANT SERVICE MATRIX
BEDFORD PARK POLICE DEPARTMENT

CASE REPORT NUMBER: _____

*To be completed by the Primary Investigating Officer.
 Obtain updated criminal history before completion.
 The request for tactical assistance prior to the issuance of the warrant will shorten response time.*

NAME OF OFFICER PREPARING REPORT:

DATE OF REPORT:

WARRANT LOCATION/ADDRESS:

WARRANT NUMBER:

WARRANT SERVICE MATRIX

FACTS	YES	NO	POINTS	SCORE
Search Warrant is for evidence of property crime(s):	<input type="checkbox"/>	<input type="checkbox"/>	0	
Search Warrant is for drugs:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Search Warrant is for evidence of crime against person:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Arrest Warrant is for property crime(s):	<input type="checkbox"/>	<input type="checkbox"/>	0	
Arrest Warrant is for crime against person:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Arrest Warrant is for drug possession/distribution:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Suspect has a history of property crimes ONLY:	<input type="checkbox"/>	<input type="checkbox"/>	0	
Suspect has history of crime(s) against persons (assault):	<input type="checkbox"/>	<input type="checkbox"/>	1	
Suspect has made statements regarding resisting arrest:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Suspect has history of arrest/involvement in drugs:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Suspect has violent criminal history or "Officer Cautions" on record:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Suspect has used weapons during the commission of crimes:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Service of warrant requires minimal forced entry:	<input type="checkbox"/>	<input type="checkbox"/>	1	
Service of warrant requires use of ram, sledgehammer, etc.:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Service of warrant is a "No Knock" entry:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Location is fortified or suspect has guard dogs:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Firearms readily available at location of warrant:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject is known to carry firearms / been arrested on firearms charges:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject of warrant is believed to be armed:	<input type="checkbox"/>	<input type="checkbox"/>	5	
Multiple suspects are expected at warrant location:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject of warrant is a known gang member:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Subject has a history of assault or resisting offenses against police:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Subject of the warrant is believed to be involved in a SHOOTING or HOMICIDE:	<input type="checkbox"/>	<input type="checkbox"/>	5	
	TOTAL POINTS:			

- **0-14 POINTS** – Service may be handled by investigating unit with notification of appropriate command staff.
- **15-24 POINTS** – Consultation with **SWAT** Commander is required for determination of appropriate service. Command staff also notified prior to service.
- **25+ POINTS** – **SWAT** activation is required for service. All appropriate command staff is notified. **SWAT** will assume authority of service.

404 - RIDE ALONG WAIVER.pdf

RIDE ALONG WAIVER - 404 BEDFORD PARK POLICE DEPARTMENT	
---	--

REQUEST TO PARTICIPATE IN THE "RIDE ALONG" PROGRAM

NAME:		HOME ADDRESS:	
DATE OF BIRTH:	AGE:	HOME TELEPHONE:	CELL TELEPHONE:
EMAIL ADDRESS:		DRIVER'S LICENSE NUMBER:	
OCCUPATION/FIELD OF STUDY:		EMPLOYER/ATTENDING SCHOOL NAME:	

WAIVER OF LIABILITY

In consideration of the undersigned being given the opportunity of observing police operations and functions of the Bedford Park Police Department by riding in any vehicle, operated by members of the Bedford Park Police Department and by any and all other means of observation, the undersigned voluntarily agrees as follows.

1. The undersigned is aware that police work is inherently dangerous and by voluntarily participating in the Bedford Park Police Department's Ride-Along Program, the undersigned may be exposed to many risks associated with police work, including but not limited to, interacting with violent or armed suspects, traveling at a high rate of speed, and experiencing emotional trauma. The undersigned expressly assumes these and all other risks associated with police work.
2. The undersigned understands that while participating in the Ride-Along Program, the undersigned is merely an observer of police activities and agrees to refrain from interfering with any and all of the police officer's duties and assignments. The undersigned also agrees to refrain from engaging in any behavior that might endanger the lives and safety of himself or herself, the police officers, or any other persons.
3. The undersigned agrees to release and hold harmless the Village of Bedford Park, its officials, officers, and all other personnel of the Village of Bedford Park from any and all liability, whether or not there is negligence on the part of the Village of Bedford Park, its officials, officers, or personnel, for any claims of injury, damage, death, or any other possible harm. The undersigned also intends for this agreement to be binding on his heirs, dependents, and assigns.
4. The undersigned further understands that the Village of Bedford Park, its officials, officers, and personnel are not responsible for determining whether an activity is suitable for the undersigned: the undersigned must make this determination.

CAMERAS AND/OR TAPE RECORDERS ARE NOT ALLOWED IN POLICE VEHICLES

PARTICIPANT'S SIGNATURE: _____

DATE: _____

AUTHENTICATED:
BEDFORD PARK POLICE DEPARTMENT

BY: _____
MEMBER SIGNATURE - WITNESS

****BACKGROUND CHECK INFORMATION (CQH, LEADS, etc.)**

COMPLETED AND ATTACHED TO THIS APPLICATION BY: _____ **DATE:** _____

APPROVAL:

BY: _____ **DATE:** _____
SIGNATURE – CHIEF OF POLICE

SCHEDULED DATE OF RIDE-ALONG:	START AND END TIME OF RIDE-ALONG:
SCHEDULING SUPERVISOR SIGNATURE:	OFFICER ASSIGNED TO RIDE-ALONG:

**334 - SAFE HAVEN REGISTRATION
BROCHURE (ENGLISH).pdf**

PROPERTY CUSTODY REPORT.pdf

PERSON	Owner:		Phone No.
	Address:		
	Why Taken Into Custody:	To Court: (Check)	Staying at PD: (Check)
	Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
	Found/Seized By:		
	Bedford Park Police Department		
Address:			
6701 S. Archer Ave., Bedford Park, IL 60501			
Reporting Officer:			

PROPERTY CUSTODY REPORT

BEDFORD PARK POLICE
DEPARTMENT
6701 S. ARCHER AVE.
BEDFORD PARK, IL 60501

708-458-3388 (Non-Emergency)
708-563-4525 (Fax)

www.bedfordparkpd.com
police@bedfordparkpd.com

EVENT	Evidence Locker No.	Property Locker No.	Complaint No.
	Incident:		
	On (Street Name):		
	At (Street Name):		
	In:		
	Bedford Park, Cook County, Illinois 60501		
Hour:		Date:	
		Click here to enter a date.	

ITEM	QUANTITY	DESCRIPTION OF PROPERTY	ESTIMATED VALUE	<input checked="" type="checkbox"/>	\$	#	TOTAL	<input checked="" type="checkbox"/>	ITEM
1.			\$	<input type="checkbox"/>	100.00		\$ 0.00	<input type="checkbox"/>	WALLET
2.			\$	<input type="checkbox"/>	50.00		\$ 0.00	<input type="checkbox"/>	PURSE
3.			\$	<input type="checkbox"/>	20.00		\$ 0.00	<input type="checkbox"/>	CELL PHONE
4.			\$	<input type="checkbox"/>	10.00		\$ 0.00	<input type="checkbox"/>	KEYS
5.			\$	<input type="checkbox"/>	5.00		\$ 0.00	<input type="checkbox"/>	SHOE LACES
6.			\$	<input type="checkbox"/>	2.00		\$ 0.00	<input type="checkbox"/>	BELT
7.			\$	<input type="checkbox"/>	1.00		\$ 0.00	<input type="checkbox"/>	PERS .PAPERS
8.			\$	<input type="checkbox"/>	.50		\$ 0.00	<input type="checkbox"/>	WATCH
9.			\$	<input type="checkbox"/>	.25		\$ 0.00	<input type="checkbox"/>	CIGARETTES
10.			\$	<input type="checkbox"/>	.10		\$ 0.00	<input type="checkbox"/>	CIG. LIGHTER
11.			\$	<input type="checkbox"/>	.05		\$ 0.00	<input type="checkbox"/>	MATCHES
12.			\$	<input type="checkbox"/>	.01		\$ 0.00	<input type="checkbox"/>	ADDRESS BOOK
13.			\$			TOTAL:	\$ 0.00	<input type="checkbox"/>	PENCIL
14.			\$					<input type="checkbox"/>	PEN
15.			\$					<input type="checkbox"/>	COMB
16.			\$					<input type="checkbox"/>	BRUSH
17.			\$					<input type="checkbox"/>	
18.			\$					<input type="checkbox"/>	
19.			\$					<input type="checkbox"/>	
20.			\$					<input type="checkbox"/>	
TIME STAMP: 3/17/2017 2:56:30 AM			TOTAL:	\$ 0.00					

PROPERTY OWNER SIGNATURE:

X

Release Authorized By:

X:

Date and Time:

Signature of Person Receiving:

X:

317 - MISSING PERSON REPORT.pdf

FITNESS CENTER INFORMED CONSENT WAIVER.pdf

**501 - SUPERVISOR TRAFFIC
CRASH REPORT FORM.pdf**

BEDFORD PARK POLICE DEPARTMENT**SUPERVISOR TRAFFIC CRASH REPORT FORM**

Page 1 of 2

The following documented information of a vehicle crash involving a department owned vehicle is required per Bedford Park Policy 501. A shift supervisor will prepare this report and forward it to the Chief of Police *and* the Vehicle Crash Review Board chairperson.

Date of crash:		Click here to enter a date.	
Bedford Park Incident Report number:			
Agency preparing Traffic Crash Report:			
Agency Crash Report number:			
Unit #1 driver name:			
Unit #1 Insurance Co:		Unit #1 driver policy no.	
Unit #2 driver name:			
Unit #2 Insurance Co:		Unit #2 driver policy no.	
Unit #3 driver name:			
Unit #3 Insurance Co:		Unit #3 driver policy no.	
Arrestee Name #1:		Citation number:	
Charge:		Court Date:	
Arrestee Name #2:		Citation number:	
Charge:		Court Date:	
Describe the nature and seriousness of any injuries or property damage:			
<div></div>			

BEDFORD PARK POLICE DEPARTMENT**SUPERVISOR TRAFFIC CRASH REPORT FORM**

Page 2 of 2

Witness statements:**Statement as to whether the member's crash was "PREVENTABLE" or "NON-PREVENTABLE with documentation supporting the conclusion:**

☐ **NON-PREVENTABLE...**A crash shall be classified as non-preventable when it is concluded that the member/operator exercised reasonable caution to prevent the crash from occurring and observed applicable department policy, procedures, and training.

☐ **PREVENTABLE...** A crash shall be deemed preventable when the member/operator failed to observe departmental policy, procedures, training, and/or failed to exercise due caution or defensive driving tactics.

Documentation supporting the conclusion selected above and recommendations that would help prevent similar crashes in the future:

☐ Photographs Available.

☐ Photographs NOT Available.

Was vehicle in post accident position upon supervisor arrival to the scene?

☐ YES

☐ NO

Is vehicle safe for use?

☐ YES

☐ NO

Supervisor preparing report:

Supervisor Signature: _____ Badge # _____ Date: _____

604 - LINEUP ADMINSTRATOR REPORT FORM.pdf

PHOTO / LIVE LINEUP ADMINISTRATOR REPORT

BEDFORD PARK POLICE DEPARTMENT

To be completed by the Lineup Administrator at the conclusion of the photo/live lineup.

CASE REPORT NUMBER:

NAMES OF ALL PERSONS WHO VIEWED THE LINEUP

NAMES OF ALL LAW ENFORCEMENT OFFICERS AND COUNSEL PRESENT DURING THE LINEUP

LINEUP DETAILS

LOCATION OF LINEUP: _____

DATE OF LINEUP: ____/____/____

TIME OF LINEUP: _____

THIS LINEUP WAS A:

____ PHOTO LINEUP

NUMBER OF PHOTOS USED: _____

____ LIVE LINEUP

NUMBER OF PERSONS USED: _____

IDENTIFY THE SOURCES OF ALL PERSONS OR PHOTOGRAPHS USED AS FILLERS IN THE LINEUP:

#1

#4

#2

#5

#3

#6

SIGNATURE OF PERSON PREPARING REPORT

X: _____
Signature

_____/_____/_____
Date

____ AM / PM
Time



501 - SUPERVISOR TRAFFIC CRASH REPORT.pdf

Bedford Park PD Policy Manual

Bedford Park PD Policy Manual

INDEX / TOPICS

A

ADMINISTRATIVE INVESTIGATIONS

OIS.	84
Recorded media files.	319
Use of force.	56
Vehicle damage.	452

ADMINISTRATIVE LEAVE

Firearms.	91
-------------------	----

ADULT ABUSE

Investigations.	393
-------------------------	-----

AIR SUPPORT ASSISTANCE

295

AIRCRAFT

291

Accidents.	291
--------------------	-----

AIRCRAFT

Ambulance.	347
--------------------	-----

ALCOHOL

Firearms.	94
Intoxicants.	186
Vehicle use.	449

ALCOHOL

551

ALCOHOL USE

551

AMMUNITION

91

ANIMAL CONTROL

496

ANIMALS

Dangerous.	95
Euthanize.	95
Injured.	95
Line-of-duty deaths.	638

APPOINTMENTS

Communication supervisor.	468
Line-of-duty death liaisons and coordinators	631
Operations director	427, 431
Petty cash fund manager.	454
TSA instructor.	96
UAS Coordinator.	416

ARRESTS

Child and dependent adult safety.	223
Consular notifications.	506
First amendment assemblies.	357
Immigrants.	283
Log.	196
Seat belts.	572
Sick or injured person.	346

ASSET FORFEITURE

396

ASSET SEIZURE

397

AUDIO/VIDEO RECORDING

Body-worn cameras.	315
Custodial interrogation.	392
Holding cells.	514

OIS.	85
--------------	----

AUDITS

Informant files.	405
Informant funds.	407
Petty cash.	454
Public safety video surveillance.	222

AURCRAFT

Flying while armed.	96
-----------------------------	----

AUTHORITY

Command.	35
Ethics.	182
MEMBERS.	36
Use of force.	51

AUTOMATIC VEHICLE LOCATION

448

AUXILIARY RESTRAINTS

64

AVL

448

B

BACKGROUNDS

537

BADGE

Mourning Badge.	608
-------------------------	-----

BADGES, PATCHES AND IDENTIFICATION

While armed.	91
----------------------	----

BARRICADED SUSPECTS

258

BATON

67

BIAS-BASED POLICING

247

BIOLOGICAL SAMPLES

Hazards	293, 627
-------------------	----------

BODY ARMOR

Suspects.	89
-------------------	----

BODY ARMOR

574

BOMBS

263

Aircraft accidents.	293
-----------------------------	-----

MDT/MDC.	314
------------------	-----

Portable Audio/video recorders.	318
---	-----

BRIEFING TRAINING

250

C

CAROTID CONTROL HOLD

53

CASH

Audit.	407
Custody.	513
Informants.	406

CHILD ABUSE

Definitions.	156
----------------------	-----

CHILD AND DEPENDENT ADULT SAFETY

223

CHILDREN

Child safety.	223
Firearms.	93
Safety.	509

CITATIONS

Evaluation criteria.	360
Traffic.	361

Bedford Park Police Department

Bedford Park PD Policy Manual

CIVIL			
Liability Response.	85	CRIME ANALYSIS	466
Subpoenas.	198	CRIME SCENE AND DISASTER INTEGRITY	
Warrant.	282	251
CIVIL DISPUTES	350	CRIMINAL INTELLIGENCE SYSTEM . .	300
COMMAND STAFF		CRIMINAL OFFENDER INFORMATION .	492
Occupational diseases and work-related		CRIMINAL ORGANIZATIONS	300
injuries.	601	CRISIS INTERVENTION INCIDENTS . .	268
Protocol.	35	CUSTODIAL INTERROGATIONS	392
COMMAND STAFF, CONDUCTED ENERGY		CUSTOMS AND BORDER PROTECTION (CBP)	
DEVICE	76	283
COMMUNICABLE DISEASES		D	
Custody.	503	DAMAGE BY VILLAGE PERSONNEL . .	193
First responders.	345	DEATH	
Illness and injury prevention.	623	Custody - adults.	514
COMMUNICATIONS CENTER		DEATH INVESTIGATION	207
Foot pursuits.	335	DEATH NOTIFICATION	208
Mandatory sharing.	201	DEBRIEFING	
COMMUNICATIONS WITH HEARING		OIS.	86
IMPAIRED OR DISABLED	211	Tactical.	86
COMMUNITY RELATIONS	238	Warrant service.	429
COMPUTERS		DECONFLICTION	433
Digital evidence.	393	DEFECTIVE VEHICLES	444
CONDUCT		DEPARTMENT OWNED PROPERTY . . .	438
OIS.	79	DEPARTMENT PROPERTY	
Standards of conduct.	184	Loss Or Damage.	439
CONFIDENTIALITY		DEPARTMENTAL DIRECTIVES	37
Communicable disease information. . .	559	DEPENDENT ADULTS	
Communications center.	472	Safety	223, 509
Custodial telephone calls.	509	DISABLED	
Informants.	403	Motorist.	385
Radio broadcasts.	313	DISCIPLINE	181
Surreptitious recording.	318	DISCLAIMER OF POLICIES	16
CONTACTS AND TEMPORARY DETENTIONS		DISCRIMINATION	
Bias-based policing.	247	Conduct.	182
Warrant service.	429	DISCRIMINATORY HARASSMENT . . .	151
CONTROL DEVICES		Complaints.	153
Carotid control hold.	53	Definitions.	151
Custody.	510	Supervisor's Role.	153
Decontamination.	557	DISPUTED CLAIMS	478
First amendment assemblies.	356	DOMESTIC VIOLENCE	
Pain compliance.	53	Definition Of Terms.	127
CONTROL DEVICES	66	DRIVING	
CONTROL DEVICES	66	MDT/MDC.	312
CORRESPONDENCE	45	Personal communication devices.	443
COURT APPEARANCES	198	DRIVING TACTICS	103
COURT ORDERS		DRUG USE	551
Child custody.	224	DUTY TO INTERCEDE	51
Civil disputes.	351	E	
Juvenile informants.	403	ELECTRICAL LINES	286
Subpoenas.	198		
Surreptitious recording.	318		

Bedford Park Police Department

Bedford Park PD Policy Manual

ELECTRO-MUSCULAR DISRUPTION TECHNOLOGY DEVICE	71	GANGS	302
ELECTRONIC CIGARETTES	561	GRIEVANCE PROCEDURE	544
ELECTRONIC MAIL	43	GROOMING STANDARDS	603
Personal communication devices.	440	H	
ELECTRONIC SURVEILLANCE ALERTS	129	HANDCUFFING	63
EMERGENCY MANAGEMENT PLAN	38	HANDCUFFING AND RESTRAINTS	
EMERGENCY UTILITY	286	Custody.	512
EMPLOYEE COMMENDATIONS AND AWARDS		HAZARDOUS MATERIAL	256
.	581	HAZARDOUS MATERIAL (HAZMAT)	
EMPLOYEE CONVICTIONS	549	RESPONSE	
EPINEPHRINE		Aircraft accidents.	293
Administration.	348	Precautions.	557
ETHICS	182	HAZARDS	625
EVIDENCE		HEARING IMPAIRED	211
Bombs.	267	HIGH-VISIBILITY VESTS	361
Digital.	393	HOSTAGES	258
Public Safety Video Surveillance.	221	I	
Seizing recordings.	323	IDENTITY THEFT	210
Use of force.	54	ILLNESS AND INJURY PREVENTION	623
EXPLOSIONS	266	IMMIGRATION AND CUSTOMS	
EXPOSURE CONTROL	556	ENFORCEMENT (ICE)	283
Reviews.	623	IMMIGRATION VIOLATIONS	282
EXPOSURE(S)	256	IMMUNIZATIONS	558
EYEWITNESS IDENTIFICATION		IMPAIRED DRIVING	378
Contacts and Temporary Detentions.	299	INFORMANTS	403
F		INFORMATION TECHNOLOGY USE	187
FIELD TRAINING OFFICER	288	INITIATE A PURSUIT	99
FIREARM CONCEALED CARRY	340	INSPECTIONS	
FIREARMS		Firearms.	93
Custody.	510	Holding cells.	514
Destruction of animals.	498	Illness and injury prevention	623, 626
Retiree carry.	47	Personal communication devices.	440
Vehicle use.	450	Personal protective equipment.	626
FIREARMS		Vehicles	447, 626
Mental Health.	479	INVESTIGATION AND PROSECUTION	390
FIRST AMENDMENT ASSEMBLIES	353	J	
FITNESS FOR DUTY	587	JURISDICTION	
FOREIGN		Aircraft accidents.	293
Nationals.	506	Consular notification.	506
FOREIGN DIPLOMATIC AND CONSULAR		OIS.	78
REPRESENTATIVES	275	Registered offenders.	202
FORMS		JUVENILES	
Firearms training.	95	Citations.	274
Photographs.	298	K	
Unintentional discharge.	67	KEYS	
Use of force report.	55	Vehicle.	448
G		KINETIC PROJECTILES	68
GANGS		L	
Employee affiliation.	182		

Bedford Park Police Department

Bedford Park PD Policy Manual

LAW ENFORCEMENT AUTHORITY . . .	12	NOTICE TO APPEAR OR SUMMONS RELEASES	273
LEG IRONS	64	NOTIFICATION	
LEG RESTRAINTS	64	Consular.	506
LIMITED ENGLISH PROFICIENCY		NOTIFICATIONS	
Communications center.	470	Cash.	455
Immigration violations.	282	Complainant - discriminatory harassment.	154
LINE-OF-DUTY DEATHS	628	Custody suicide attempt, death or serious injury.	514
M		Discriminatory harassment.	155
MDT/MDC		Impaired driving	380, 381
Use.	448	Line-of-duty deaths.	629
Vehicles.	448	Use of force.	55
MEAL PERIODS, BREAKS, RESTRICTED		NOTIFICATIONS, SICK LEAVE	554
LEAVE	590	NUMERICAL FILING	484
MEDIA		O	
Aircraft accidents.	293	OATH OF OFFICE	15
First amendment assemblies.	357	OC SPRAY	
Line-of-duty deaths.	637	Animals.	95
OIS.	86	OC SPRAY	67
Operations plans.	435	OCCUPATIONAL DISEASE AND WORK-RELATED INJURY REPORTING	601
Warrant service.	430	OFFICER SAFETY	
MEDIA RELATIONS	195	Communications center	470, 472
MEDIA REQUEST	195	Crime scene and disaster integrity.	251
MEDICAL		Firearm confiscation.	79
Aircraft accidents.	292	Immigration violations.	283
Illness and injury prevention.	623	Informants.	404
Leave Act (FMLA).	554	LEOSA.	47
Opioid overdoses.	348	Occupational hazards.	625
Releases	56, 347	Pat-down searches.	297
Screening - custody adults.	508	Portable audio/video recorders.	316
Treatment for communicable disease exposure.	559	Seat belts.	572
Treatment for occupational diseases and work-related injuries.	601	Warrant service.	427
MEDICAL CANNABIS CARDHOLDERS	379	OPERATIONS PLANNING AND DECONFLICTION	431
MINIMUM STAFFING	46	ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY	35
MOBILE AUDIO VIDEO	305	OUTSIDE AGENCY ASSISTANCE	200
Evidence.	309	OUTSIDE EMPLOYMENT	596
Review.	308	Obtaining Approval.	596
Video Media Storage.	309	Prohibited Outside Employment.	597
MOBILE AUDIO/VIDEO (MAV)		Security Employment.	598
OIS.	85	OVERTIME	
MOBILE DIGITAL TERMINAL USE	312	Court.	199
MODIFIED-DUTY ASSIGNMENTS	616	OVERTIME PAYMENT	594
MUTUAL AID	200	P	
First amendment assemblies.	356	PARKING	449
Warrant service.	430	PATROL FUNCTION	244
N		PEPPER PROJECTILES	67
NONSWORN			
Investigation and prosecution.	390		
Vehicles.	449		

Bedford Park Police Department

Bedford Park PD Policy Manual

PEPPER SPRAY	67	RAMMING	109
PERFORMANCE EVALUATIONS		RECORD RETENTION	
Sick leave.	555	Field photographs.	298
PERSONAL APPEARANCE	603	RECORDS BUREAU	
PERSONAL COMMUNICATION DEVICES	440	Administrative hearings.	383
PERSONAL PROPERTY	438	Impaired driving.	383
Loss Or Damage.	439	Suspicious activity reports.	344
PERSONAL PROTECTIVE EQUIPMENT .	456	RECORDS RELEASE	
PERSONNEL COMPLAINTS		Audio/video recordings.	321
Bias-based policing.	248	Media.	196
Portable audio/video review.	319	Public safety video surveillance.	221
PERSONNEL ORDERS	45	RECORDS RETENTION	
PHOTOGRAPHS		Audio/video recordings.	320
Aircraft accidents.	291	Body-worn camera recordings.	320
Field.	298	Illness and injury prevention.	627
First amendment assemblies.	354	Oath of office.	15
PHYSICAL AND MENTAL EXAMINATIONS		Personal protective equipment training.	459
.	588	RECRUITMENT AND SELECTION . . .	536
POLICY MANUAL	16	REGISTRANTS	202
PORTABLE AUDIO/VIDEO RECORDERS .	315	RELIGION	
PREGNANCY		Accommodations in custody.	509
Custody	503, 513	REPORT CORRECTIONS	193
PREGNANCY	618	REPORT PREPARATION	191
PRIVACY EXPECTATIONS		REPORTING CONVICTION	549
Audio/video recordings.	316	REPORTING CONVICTIONS	
MDT/MDC.	312	Domestic Violence	549, 549
Personal communication devices.	440	RESPONSE TO CALLS	113
Technology use.	187	RESTRAINTS	62
Unmanned aerial system.	416	RETALIATION	151
Vehicles.	447	REVIEWS	
PRIVATE PERSON'S ARREST	237	Bias-based policing - annual.	249
PROBATIONARY EMPLOYEES		Crisis intervention incidents.	271
Personnel complaints.	570	Emergency management plan.	38
PROMOTIONAL PROCESS	542	Exposures.	623
PROPERTY PROCEDURES	474	Illness and injury prevention.	623
Disputed Claims.	478	Portable audio/video.	319
Narcotics And Dangerous Drugs.	475	Public records on social media.	236
Packaging Of Property.	476	Registrant compliance - annual.	203
Property Booking.	474	UAS.	416
Property Handling.	474	Use of force	56, 58
Property Release.	477	RIDE-ALONG	
PROTECTED INFORMATION		Eligibility.	253
Communications center.	472	RISK ASSESSMENT	431
PROTECTED INFORMATION	492	ROADBLOCKS	109
PUBLIC RECORDING OF LAW ENFORCEMENT			
ACTIVITY	322		
PUBLIC SAFETY VIDEO SURVEILLANCE	219		
PURSUIT INTERVENTION	108		
PURSUIT POLICY	98		
PURSUIT UNITS	101		

R

S

SAFETY	
Occupational.	623
Shotguns.	88
SAFETY	
Canine.	448

Bedford Park Police Department

Bedford Park PD Policy Manual

Communications center.	468	Discriminatory harassment.	155
Firearms.	93	Epinephrine administration.	349
First responder.	251	Fair and objective policing.	249
Inspections (occupational).	626	Firearms.	94
Personal communication devices.	440	First amendment assemblies.	358
Personal protective equipment.	456	Hazardous materials.	627
SAFETY EQUIPMENT		Immigration.	285
High-visibility vests.	361	Impaired driving.	383
Seat belts.	572	Occupational safety.	627
SEARCH & SEIZURE	136	Operation planning and deconfliction.	436
SEARCH WARRANTS	427	Personal communication devices.	442
SEARCHES		Personal protective equipment.	460
Crime scene.	252	Public safety video surveillance.	222
Dead bodies.	207	Shared equipment and supplies.	201
Pat-down.	297	Social media.	236
Police vehicle inspections.	447	UAS.	417
SEAT BELTS	572	Use of force.	57
SECURITY EMPLOYMENT	598	Warrant service.	430
SICK LEAVE	554	TRAINING	
SMOKING AND TOBACCO USE	561	Criminal Organizations.	303
SOCIAL MEDIA	234	TRANSFER PROCESS	542
SPIKE STRIPS	109	TRANSPORT BELTS	64
SPIT HOOD	63		
SPIT MASK	63	U	
STAFFING LEVELS	46	UNIFORM REGULATIONS	605
STANDARDS OF CONDUCT	180	UNIFORMS	
STOP RECEIPTS	299	Courtroom attire.	199
SUBPOENAS	198	UNLAWFUL ASSEMBLY	356
SUPERVISION DEPLOYMENTS	46	UNMANNED AERIAL SYSTEM	416
SUSPICIOUS ACTIVITY REPORTING	343	USE OF FORCE	51
SWORD SYSTEM	301	First amendment assemblies.	356
		USE OF FORCE REVIEW BOARD	59
T		USE OF SOCIAL MEDIA	234
TAKE HOME VEHICLES	450	UTILITY SERVICE	286
TASER®	71		
TATTOOS	604	V	
TEAR GAS	67	VEHICLE MAINTENANCE	444
TECHNOLOGY USE	187	VEHICLE TOWING	369
TEMPORARY CUSTODY OF ADULTS	503	VEHICLES	447
TIME CARD	593	VIDEO RECORDING SEE: AUDIO/VIDEO	
TIME CARDS	593	RECORDING	219
TRAFFIC	360	VIDEO RECORDINGS	
Citations.	361	First amendment assemblies.	354
TRAFFIC CRASH REPORTING	363		
TRAFFIC SIGNAL	287	W	
TRAINING		WARNINGS	
Child and dependent adult safety.	226	Shoots.	95
Communicable disease.	560	Traffic.	361
Conducted energy device.	76	WATCH COMMANDERS	304
Crisis intervention incidents.	272	WATER LINES	286
Custody.	518	WORKPLACE VIOLENCE	133